

Safety and Health Committee Meeting Minutes  
 Bldg. 25, Boardroom  
 October 27, 2016  
 2:15 PM – 3:00 PM

Present: Al Brown, Donna Ching, Carolyn Clark, Sarah Kaip, David Knoblach, Dan Martinson, Robert Shailor, Karl Shenkel, Vida Sherrard-Hannon, Samantha Soto, Chris Vella, & Frank Veselovsky  
 Absent: Raymond Bateh, Laurie Choate, Tim Goebel, John Harold, Sheryl Kermoade, and Missy Yates  
 Guest: Jay Doughty from L & I

Meeting was called to order by Rob Shailor at 2:15 p.m.

A motion was made by Karl to approve the September 2016 meeting minutes. The motion was seconded by Carolyn. September 2016 meeting minutes were approved.

I. Reports

A. Review of Safety and Health Inspections:

1. Olympia Fire Department Life Safety Inspection – The College received a very good report. There were only 2 minor violations where usually we have 30-40.

II. Accident Investigation:

A. Review of accident/injuries reported

1. Employee was clearing brush. Dirt got into his eye. Eye protection needs to be worn when clearing brush.
2. Employee had a projector screen fall from the wall and hit his arm. Projector screen is now securely attached to the wall.
3. Student got stuck with a needle in the Dental Clinic.

III. L & I Report

For the month of October 2016 there were four (4) claims totaling Three Thousand Eight Hundred Eighty-Four and Eighty-Six Center (\$3,884.86).

<u>FY</u> <u>2014-2015</u>	<u># of</u> <u>Claims</u>	<u>\$\$</u>	<u>FY</u> <u>2015-2016</u>	<u># of</u> <u>Claims</u>	<u>\$\$</u>
July 2015	6	\$4,485.13	July 2016	5	\$3,679.85
August 2015	4	\$4,168.23	August 2016	9	\$7,568.25
September 2015	6	\$7,289.61	September 2016	6	\$2,838.91
October 2015	10	\$4,569.05	October 2016	4	\$3,884.86
November 2015	7	\$2,170.81	November 2016		
December 2015	7	\$1,915.50	December 2016		
January 2016	6	\$6,004.01	January 2017		
February 2016	7	\$3,508.87	February 2017		
March 2016	8	\$15,134.67	March 2017		
April 2016	8	\$18,805.67	April 2017		
May 2016	9	\$4,493.57	May 2017		
June 2016	9	\$5,797.15	June 2017		

#### IV. Health & Wellness Update

- A. Health and Wellness Update – The Great American Smokeout – November 17<sup>th</sup>. Campaign will go out on the college's monitors, facebook, etc. There will be tables set out in 6 locations with goodies to help a person stop smoking. Tables will be set up on or about the 14<sup>th</sup>.
- B. Flyers inserts for walking post markers: Samantha passed around the flyers for everyone to see.



Walking Trail  
Flyer.pdf

(See attached.)

#### V. Emergency Management

- A. Campus Safety Alert was sent out on October 13<sup>th</sup> regarding a transient who had been groping two students on the bus. The alert was sent out in a timely manner. (See attached.)



Campus Safety  
Alert.msg

- B. College was closed at 1:00pm on October 14<sup>th</sup> due to the weather. A tree fell down in Parking Lot F during the storm.
- C. Great American ShakeOut Earthquake Drill was held on October 20<sup>th</sup> at 10:20am. The drill was communicated to the campus using our emergency notification systems (ShoreTel, e2campus, and Alert Us). One person called in to report that their ShoreTel phone notification system was not working.

#### VI. Old Business.

None.

#### VII. New Business:

- A. Our guest speaker is from L & I, Jay Doughty. Attached is his PowerPoint presentation.



South Puget Sound  
CC.PPTX

Jay was asked to explain the claims and dollar amounts that make up the L & I Report. The claims listed above are from present and past employees that were injured on the job and are still claiming benefits. The original accident could have happened many years ago. Payment for these claims comes out of the state L & I account and may or may not have anything to do with what we are currently paying to L & I out of our paychecks.

Jay explained that the rate we pay is based on a three year snapshot of time of our injury claims. For year 2017, the snapshot of claims is from July 2012 to June 2015. There are a number of factors that goes into determining if a claim is counted or not. One of the factors is time loss. Early and safe return to work on modified duty reduces our rate. Also, if a claim does not have time loss, it is not held against us.

In order to reduce our rates, the committee will focus on where the accidents occur, when they occur, and investigate trends and light duty solutions.

- B. Time to send out the 1972 slip, trips, and falls poster from L & I (still relevant).
- C. Gear that is required by the supervisor to be worn as a safety precaution can be purchased by the department.

The meeting adjourned at 3:15 PM.

The next meeting is scheduled for:

**November 17, 2016**  
**2:15 PM – 3:00 PM**  
**Building 25, Boardroom**

<b>PLEASE PUT THESE MEETING DATES ON YOUR CALENDAR:</b>	Date	Time	Location
	December 29, 2016	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	January 26, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	February 23, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	March 30, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	April 27, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	May 25, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)
	June 29, 2017	2:15pm-3:00pm	Bldg. 25, Room 203 (Brdm)