

**Safety Committee Meeting
Whitman College
February 19, 2020 at 11:00 am**

Present: Elliot Broze, Paul Dodez, Kendra Golden, John Hopkins (Chair), Bryan Lubbers, Kathleen Hutchison (Secretary), Telara McCullough, Fred Miller, Nicole Redman, Kathy Rogers

Absent: John Eckel, Dan Schindler, Marvin Viney

Approval of Minutes

1/22/2020 meeting minutes approved. Posted on the Safety Committee webpage - <https://www.whitman.edu/environmental-health-and-safety/safety-committee>.

OLD BUSINESS

- Fred Miller shared that the Emergency Ops Group meets monthly and is currently in the process of reviewing the Emergency Operations Plan one annex at a time to make updates.
- Review of Accident Prevention Plan's Appendix 3 – Fire Prevention Plan. Also found at <https://www.whitman.edu/environmental-health-and-safety/safety-and-environmental-programs/on-the-job/accident-prevention-program>
 - With the advent of the building captain system that Fred and Marvin are working on, there will be revisions to section on what employees should do when building fire alarm sounds.
 - States that ALL employees must be trained to operate fire extinguishers, but last summer's training was optional. Fred will update.
 - States that ALL employees must be trained on the fire prevention plan, but that does not happen on a regular basis. HR is working to add the training to the new BambooHR system.
 - States that ALL employees shall maintain their work areas clean. This is an ongoing problem due to lack of storage closets in campus buildings. The regular fire department inspections document violations, then problem areas get cleaned up.
 - Monthly safety tips in The Fountain would help to get the word out. Fred keeps upper level administration aware of problematic issues when needed.
- **ACTION:** John Hopkins handed out copies of Accident Prevention Program's Appendix 4–First Aid Plan to each member to review for discussion at the next Safety Committing meeting.
- Handicap parking update – The College has two parking spaces on Stanton ST, multiple in parking lots for HJT and Music buildings, one at the Health Center, and these meet the city's requirements. There are no plans to add more due to expense. Human Resources Office can assist when employees need special accommodations.

NEW BUSINESS

- Kathy Rogers reported two accidents/injuries since last meeting. One employee slipped and fell on grass, and has been off work for 14 days. One employee stepped wrong coming off a ladder, but has not missed any work.
- Recent problem with person locking their bike to handrail at top of Library's front stairs and wheelchair ramp. Security was notified and they responded by putting a note on the bike. The locked bike remained there all afternoon, was clearly a barrier for mobility-impaired individuals, and would have been a barrier during an emergency evacuation. There was agreement among committee members that more should have been done since the placement of bike was a safety hazard. Fred will visit with Marvin Viney on appropriate protocol moving forward, and recommend that bikes be removed when there is a safety issue.
- This past year the Safety Committee has scheduled monthly meetings, and cancelled when not needed. Last year the committee met eight times. L&I wants Safety Committees to meet quarterly at the very least. Scheduling monthly meetings has helped to stay on top of issues, so we will continue scheduling monthly meetings.

NEXT MEETING scheduled Thursday, March 12, at 1:00 pm in WCTS room 132.