

**Safety Committee Meeting  
Whitman College  
January 29, 2019, 1:00 pm**

**Present:** Celina Coffeen, Paul Dodez, John Eckel, Kendra Golden, John Hopkins,  
Bryan Lubbers, Kathleen Hutchison, Fred Miller, Nicole Redman, Shane Watkins

**Absent:** Claudia Ness, Kathy Rogers, Dan Schindler, Matt Stroe

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## **APPROVAL OF MINUTES**

Safety Committee minutes from December 19 meeting approved with no additions or corrections, and posted on the Safety Committee webpage <https://www.whitman.edu/environmental-health-and-safety/safety-committee>.

## **OLD BUSINESS**

- **Accident Prevention Plan:**  
Fred sent e-mail regarding August's L&I campus visit to various Plant Services staff. The e-mail requested information on chemical inventory, machine driving, asbestos training, and confined spaces. Fred reports that nothing has been done. John and Fred worked on the Accident Prevention Plan, but there are still items that need addressed.
- Fred confirmed that all employees have the right to know about building safety issues where they work. An annual campus community e-mail would be beneficial, to include safety reminders and a web link to the college's Safety and Accident Prevention.
- Fred asked Celina to schedule time and place for a Science Lab staff meeting so he can give Safety presentation.

## **NEW BUSINESS**

Safety Committee structure:

- This committee should be a place where campus community members feel free to address their concerns about safety issues here at the College.
- There should be a committee member from each campus building for adequate coverage to represent employee concerns and questions.
- Meeting minutes are typed, and uploaded to our college website, but committee members should also disseminate minutes to their constituents.
- By-Laws were reviewed:
  - "Environmental Health and Safety manager solicits nominations and administers an annual election of committee members."
    - Motion to amend ... *Individual units may hold their own election, and for those units that do not, then it will be run by acclamation.* The motion carried.

- “Committee elects a Chairperson and Secretary annually. Elected officers may serve not more than two consecutive terms. A term limited officer must sit out for at least one term before again serving in the same office.”
  - Motion to amend ... *Elected officers serve for one year with no limit on the number of terms served.*” The motion carried.
- “Committee evaluates accident investigations conducted since the last meeting to determine if the cause of the unsafe situations were identified and corrected.”
  - Concerns voiced that we need to do a better job of this.
  - No accident report today. Kathy usually shares report, but she is absent.
  - Chair asked that accident report be shared at next meeting.
- “Committee meets at least quarterly or more frequently as determined by the majority of the vote of the committee members.” Meetings scheduled for March 26 and April 16 this semester, so a motion was set forth to vote on holding monthly meetings. Motion carried.
- Motion to invite a Staff Advisory Committee (SAC) member to attend our meetings. Motion tabled. Chair asked Celina to follow up with a SAC member on appropriateness of this request.

## **BUILDING SAFETY CONCERNS**

### Hall of Science

- All Lab hoods checked/calibrated over Winter Break. Pending report, Fred will share results with Division Chairs.
- Work to replace faucets and pipes in the building is complete. Third party scheduled to do test for lead in water before Spring Break. Fred Moore should be cc'd on results.

### Penrose Library

- Fire Alarms sounded three times from Oct 3-26, and circulation supervisors reported students were unresponsive to leaving the Library by the third time. After inquiry, we discovered that Kathy Rogers had not received Security reports, thus no service request submitted for problem fire detector. Fred reports the daily security communication problem is resolved.

### Sherwood

- Exposed sprinkler heads on the athletic field are fixed.

### Recycling batteries and bulbs on campus:

- E-mail or call Fred Miller and he will pick up used batteries and bulbs (do not put them in the garbage).
- Please note: This is only for batteries/bulbs used on campus. People who have batteries and bulbs from home or personal use should take them to the “Batteries+Bulbs” store in Walla Walla at 629 South 9<sup>th</sup> AVE. Phone 509.749.3015 or see website [www.batteriesplus.com](http://www.batteriesplus.com)

## **NEXT MEETING**

Tuesday, February 19, at 1:00pm in Technology Services room 132.