

**Safety Committee Meeting
Whitman College
June 18, 2019, 1:00 pm**

Present: Elliot Broze, Paul Dodez, John Eckel, Kendra Golden, John Hopkins (Chair),
Bryan Lubbers, Kathleen Hutchison (Secretary), Fred Miller

Absent: Claudia Ness, Kathy Rogers, Dan Schindler, Shane Watkins

APPROVAL OF MINUTES

April 16 meeting minutes approved. Posted on the Safety Committee webpage -
<https://www.whitman.edu/environmental-health-and-safety/safety-committee>.

OLD BUSINESS

- LNI Letter – WAS 296-809-2002 Confined Spaces – update:
Consultant is scheduled to visit campus next Tuesday, June 25, and after campus inspection she will do entry procedure writing which will be formally incorporated into our Confined Space Entry Program.
- Evacuation Plans - update:
A student employee is currently walking through buildings and taking note of where emergency exits are in buildings (all academic, administrative, and large residence halls). With that information, Fred will work with the student to create digitized maps of these campus buildings that are suitable for commercial production and posting of signs. Another student employee will map fire risers and valves, and fire extinguisher locations, so we can layer that information onto the maps. The goal is to print maps this July in preparation for posting.
- Emergency Communication Systems – update:
Interviews, reference checks, and evaluation periods took place, and Everbridge Company was selected to replace the current Blackboard system. Everbridge offers a variety of options for notification of emergencies, and has the ability to integrate with college systems. One thing they offer is an emergency notice that goes through college network with popup alerts to campus technology (i.e. desktop computers). Also, have the ability to link into the regional weather service and 911 emergency announcements.
- LNI Letter #7 Hazard Communication:
Per 3/26/2019 Safety Committee Meeting minutes, Fred reported, “The *consultant was concerned that maintenance employees did not have access to necessary information regarding the hazardous chemicals they work with. He specifically noted that such information must be included in our SDS “binders.” He was unaware we use MSDS Online as our SDS “binder” and that all employees have access to the program. Additionally, local hard copy SDS binders are allowed in areas where employees have limited access to networked computers.*”

NEW BUSINESS

- Fire extinguisher training:
Funding has been approved for fire extinguisher training for all college employees this fall semester. Fred will schedule training with OXARC for two days to accommodate schedules. An email was sent to Div-III listserv as they are more likely to encounter a fire in their workplace. Watch for notices in The Fountain and through community

listserves if you would like to attend. All are welcome. Department heads will get word out to their employees.

- Education – alerts, emails, the Fountain, - should we be doing more?
Committee members came up with these ideas: flyers posted around campus; online college calendar; digital info signage in campus buildings; ongoing community emails from Safety Staff about safety awareness around campus.
- Accident and Injury Report:
Fred visited with Kathy Rogers and there are no reportable incidents since the last meeting.
- Safety and Health yearly inspections:
 - ✓ All residences and alarm/sprinkler protected buildings on campus are inspected by the WW Fire Marshalls office. Fred or Kathy accompany them. Pictures and reports are submitted with findings, and service requests made to correct problems.
 - ✓ Once a year our Insurance agent has a consultant visit campus to review safety hazards, as well as behavioral and structural issues or concerns.
 - ✓ Bi-annually Fred and Kathy walk the campus, without outside consultants, to look for fire hazards and safety concerns.
 - ✓ Fred shared the list of building spaces inspected year 2018 (attached at end of minutes).
 - ✓ Formal reports are filed about each problem, and includes plan for fixing problem, and the resolution. These reports are reviewed and problem areas inspected at the next visit.

Next Meeting: TBD