

## Minutes of Aug. 13, 2013 Safety Committee meeting

Present: Kendra Golden

John Eckel

Marge Jesse

Kathy Rogers

John Hopkins

Dennis Hopwood

Bridget Cummings

Absent: Kate Rambo

John Delaney

John O'Neill

Dona LaFran

Bryan Lubbers

Lynn Woolson

12:05 The meeting was called to order by Chair, John Hopkins.  
The minutes of the last meeting were approved.

Introduction of new members were made. Kendra Golden is replacing Lisa Perfetti and represents the faculty. John Delaney was not present but will replace Craig McKinnon and represents departments in the Memorial Building and Penrose House. Kate Rambo, who was also absent will replace Martha Holt and represents Division 3 departments.

John Hopkins reviewed the charter for all members. A suggestion was made to reevaluate the distribution of departments for representatives. Kathy Rogers will review the groups represented and see if there is a logical way to distribute representation.

Kendra asked if all people on campus were aware of the Safety Committee. A discussion followed on how each representative contacts and shares committee information with their respective groups. Some suggestions included: email, list serves, the safety web page and the fountain.

A question was asked about Summer Programs including the summer 'camps' on campus needing representation on the committee. Kathy Rogers will discuss this with the new C&E Director. Currently departments in the Reid Campus Center are represented by Marge Jesse.

A suggestion was made that all committee members be prepared to share at our next meeting the method they use to communicate with their groups.

Kathy Rogers suggested that the bullet point under "Duties and Responsibilities – Safety Committee Members" that reads "Member absences will be limited to three per year unless extenuating circumstances are provided the committee chair for review" be deleted. A motion was made, seconded and approved to strike that bullet point from the Safety Committee Charter.

Kathy Rogers asked that the committee members review the Accident Prevention Plan – Construction Standards for the next meeting. Kathy explained that the Maintenance staff are covered under different safety standards than general staff and should have their own Accident Prevention Program. John Hopkins disagreed and said he feels the existing Accident Prevention Program is adequate for all Whitman College employees. Kathy explained to the group that the question of a need for a construction specific Accident Prevention Program had been asked of Washington State Department of Labor and Industries consultants at a recent meeting. The

consultants confirmed that due to the nature of work performed by the Maintenance staff, those employees are covered by the construction safety standards.

John Hopkins reported that the emergency lighting at Olin and the Reid Campus Center had been completed.

Kathy Rogers told the group that the flow of traffic in the Harper Joy Theatre parking lot had been changed to 'one way' in the lane closest to the theatre building. A suggestion was made that directional arrows or wording be painted on to the asphalt. John Hopkins will look into the possibility.

John Hopkins reported on the Harper Joy Theatre construction project. He told the group the project was nearing completion and that the hand rails are in place and the ladders will be completed next week. The project should be completed before the beginning of the new school year.

Kathy and John reported on a natural gas release during the construction project at Boyer House. Kathy explained that natural gas is a hazardous material and the release must be treated as a hazardous materials release. A question was asked as to whether or not employees are allowed to smoke while at work near construction sites. Another question was asked about training for staff working in construction areas. Kathy said the EH&S office will work on a training protocol for those situations and for hazardous material releases.

Kathy Rogers shared accident/injury data for the 2013 calendar year. To date there have been a total of 18 accidents reported. Only 8 of those accidents were 'recordable'.

Then next meeting is set for Oct. 15<sup>th</sup>, 2013 at noon in the Penrose CTL.

1:00 The meeting was adjourned.