

**Safety Committee Meeting
Whitman College
January 19, 2024, at 11:00 am**

Present: John Cotts, John Eckel, Greg Powell, John Hopkins, Kathleen Hutchison, Helen Kim, Kat McWhorter, Glen Naumann, Tony Ichsan

Absent: Vicki Britt, Telara McCullough, Jolene Rodriguez, Benjamin Selby

Members:	Vicki Britt	Division III-Hall of Science
	John Cotts	Division I-Maxey Hall
	John Eckel	OP, Sherwood, BFFC, Summer Dance Lab
	John Hopkins	Facilities Operations
	Kathleen Hutchison	Penrose Library, Division II-Olin Hall & Hunter
	Tony Ichsan	Employer Representative
	Helen Kim	Faculty
	Telara McCullough	Employer Representative
	Kat McWhorter	Environmental Health & Safety Manager
	Glendon Naumann	Environmental Health & Safety Coordinator
	Gregory Powell	Memorial, Penrose House, Technology Services
	Jolene Rodriguez	Welty Center
	Benjamin Selby	HJT, Music, Sheehan Gallery, Visual Arts

Approval of Minutes: October 27 meeting minutes were approved with no corrections.

Old Business

- Management software search continues. One option works nicely but it is very expensive. Currently looking closer at the software that HR uses to see if it would work for EHS.
- Review of the Chemical Hygiene program is going to take some time. Kat has found several documents in addition to the documentation on the EHS webpage. Kat will review these with Tony first, and then meet with the science and art lab employees. John will meet with Kat to assist in drafting an updated document for this committee to review.

New Business

- John Cotts shared incident of an individual found sleeping in a locked room in Maxey Hall. Security was called, and police cited the individual with trespassing. Greg says this happens quite often during cold weather. Employees are encouraged to contact security when a person is acting suspicious.
- John Eckel followed up on varsity team concerns about an elevated curb which is deceiving when stepping off it. Tony Ichsan says the curb is in compliance, but a valid concern, and a railing will be installed to mitigate the concerns.
- Kat shared injuries on campus since the committee's meeting in October:

Injury	Circumstance	Cause	Corrective/Preventive Action
Slightly sore arm	Subject's arm was closed in a card-swipe door at Maxey when the door closed quicker than normal.	Failing cylinder at top of door, causing it to close faster than usual.	Cylinder replaced immediately by Facilities Maintenance.

Eye Contusion	Subject walked into orange safety flag protruding from machinery, to warn of potential tripping hazard at floor level where the base/legs protrude.	Rushing/Inattention to surroundings/ Complacency	Cone placed at tripping hazard.
Laceration of left index finger	Subject was repairing machinery with sharp edges, hand slipped while working.	Rushing/Complacency/ Not wearing proper PPE	Department received training on rushing, complacency, and PPE.
Fractured right ring finger	Subject was quickly ascending Chism stage stairs, struck hand on edge of stage.	Rushing/Complacency	Investigating possible cushion for edge. Discussed complacency with subject.
Right wrist laceration/contusion	While walking quickly past dry erase board, swung arm into corner of dry-erase marker shelf at bottom of board.	Complacency/Rushing/Inattention to Surroundings	Removal of board. Discussed complacency with subject.
Sore ankle	Subject walked quickly through secure access door and turned abruptly, tripping on bright yellow doorstopper.	Complacency/Rushing/Inattention to Surroundings/Housekeeping	Doorstopper moved against wall, discussed rushing and complacency.
Sore ankle	Subject entered a dark and unfamiliar basement, where a drop in elevation of the floor resulted in a fall.	Not using caution in unfamiliar area/Complacency/Not using department issued flashlight	Discussed complacency and need for caution, confirmed that there is lighting available at the location, discussing options for signage advising of elevation change.

Next meeting is scheduled Friday, March 15, at 11:00 a.m. via Zoom.