

**Safety Committee Meeting  
Whitman College  
February 19, 2019, 1:00 pm**

**Present:** Celina Coffeen, Paul Dodez, Kendra Golden, John Hopkins (Chair), Bryan Lubbers, Kathleen Hutchison (Secretary), Fred Miller, Nicole Redman, Kathy Rogers, Matt Stroe, Shane Watkins

**Absent:** John Eckel, Claudia Ness, Dan Schindler

---

## **APPROVAL OF MINUTES**

Safety Committee minutes from January 29 meeting approved with correction of next meeting date at end of minutes. Posted on the Safety Committee webpage <https://www.whitman.edu/environmental-health-and-safety/safety-committee>.

## **OLD BUSINESS**

❖ Accident Prevention Plan (APP) update:

- John Hopkins asked about items that were discussed during the onsite visit, but not addressed in L&I letter (i.e. chemical issues, HJT concerns, crawl space questions, etc.) Motion to send letter to Administration about the hazards not corrected in an efficient manner.
  - Fred Miller reports that efforts are being made to address hazard issues listed in the August letter from WA L&I. Fred is drafting a letter to the consultants to get clarification about requirements for fall protection, chemical issues, confined spaces, and other items discussed during the onsite visit.
  - Recommendation in WA L&I letter:
    - *No identified spaces listed under confined space section of college's APP, and suggested that we update to include location of known spaces.* Fred reports the list is not created. Currently in discussion with Plant Services staff about who should create list.
  - Review of Hazards listed in WA L&I letter that need correction:
    - Serious Hazards identified (must be corrected by 9/17/18)
      1. *Asbestos hazard materials not labeled.* Fred reports this is corrected.
      2. *No Asbestos awareness training for employees that perform maintenance tasks in areas with asbestos.* Fred reports this is corrected.
      3. *No medical clearance form from a Licensed Health Care Provider for those who wear respirators.* Fred reports this is corrected.
    - General Hazards identified (must be corrected within one year per Fred)
      4. *Evaluate all facilities to identify Permit Required Confined Spaces (PRCS).* Fred reports this is in progress.
      5. *Need medical surveillance of respirator usage. Develop and maintain written program.* Fred reports this is corrected. John will follow up with Plant Services' supervisors to ensure they understand this regulation and the need for annual employee training of respiratory cleaning, maintenance and use.
      6. *Hazard communication for labels and other forms of warning need to be updated.* Fred reports this is corrected.
      7. *Develop a list/index of Safety Data Sheets (SDSs).* Fred reports this is pending clarification from L&I. We have a Material Safety Data Sheet

(MSDS) online program, and Fred believes it constitutes requirements. If so, this MSDS list must be updated on a regular basis.

- After discussion and review of each identified hazard, the motion is tabled.
  - Fred Miller will plan to give updates at next meeting on progress in correcting hazard #4 and #7.
- ❖ The Science Staff Lab Safety meeting with Fred Miller is scheduled Thursday, 2/20/19.
  - ❖ Celina Coffeen reports that she visited with her Staff Advisory Committee (SAC) representative about attending Safety Committee meetings, and was told Kathy Rogers is a SAC member. Kathy will be able communicate between each committee.

## **NEW BUSINESS**

- ❖ Motion that a meeting agenda be sent to members prior to each meeting so everyone can be prepared for discussion. The motion carried. Chair will make sure this happens a week prior to each scheduled meeting. If there are no agenda items, meetings will be canceled.
- ❖ Kathy Rogers shared campus injury/accident report and statistics.
  - The 2018 statistics report is complete and posted at the Human Resources Office.
    - Annual average number of employees: 1,907
    - Total hours worked by all employees: 1,238,345
    - Total reportable injuries: 12 (2 cases resulted in days away from work, 6 cases resulted in job transfer or restrictions, and 4 were other)
    - Total number of days away from work: 16
    - Total number of days of job transfer or restriction: 323
    - 3 claims remain open to date, with all other claims closed
  - 2019 accident and injuries to date: 7 reported (5 claims are open, and 2 are medical only which should close soon unless there are complications).
- ❖ Fred Miller reports there have been complaints of smelly locker rooms in BFFC and Sherwood. Uncertain of cause (structural smells vs. human perspiration). Equipment has been purchased and installed to attack smells. Fred is gathering information and working to identify the problem.

**Next meeting:** Tuesday, March 26 at 1:00pm in Technology Services room 132.