

**Safety Committee Meeting  
Whitman College  
March 26, 2019, 1:00 pm**

**Present:** Celina Coffeen, Paul Dodez, John Eckel, Kendra Golden, John Hopkins (Chair), Kathleen Hutchison (Secretary), Fred Miller, Nicole Redman, Kathy Rogers

**Absent:** Bryan Lubbers, Dan Schindler, Matt Stroe, Shane Watkins

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## **APPROVAL OF MINUTES**

February 19 meeting minutes approved with corrections, and seconded. Posted on the Safety Committee webpage - <https://www.whitman.edu/environmental-health-and-safety/safety-committee>.

## **OLD BUSINESS**

Accident Prevention Plan (APP) update:

Fred Miller received information from L&I addressing concerns noted in our last Safety Committee meeting. Fred passed out a document of L&I's response to each committee member. Each item was reviewed and discussed. Celina Coffeen noticed that hazard item#7 about developing SDS list was not addressed in the document. Fred reports he did get L&I response that our current MSDS online version satisfies this concern. Fred added this information to the document and provided copy via e-mail attachment to John Hopkins on March 27. This was forwarded to all committee members, and copied here...

### ***Labor and Industries Consultation Findings and Responses***

*Consultant: Michael Glazier*

1. *Unlabeled Asbestos Containing Materials (ACM)/Potentially Asbestos Containing Materials (PACM) at Cordiner Hall*
  - a. *Blue Mountain Environmental was hired to identify and label ACM/PACM at Cordiner Hall*
2. *Asbestos Awareness Training*
  - a. *Blue Mountain Environmental provided the prescribed training to Physical Plant and Residence Life staff*
3. *Medical Clearance Form for Respiratory Protection Program*
  - a. *The consultant was unable to find the medical clearance form used in Whitman's Respiratory Protection Program when he reviewed our Accident Prevention Program prior to the site visit. A link to the form is now available at the Respiratory Protection section of Appendix 1 of the Accident Prevention Program.*  
<https://www.whitman.edu/Documents/Offices/EHS/RESPIRATOR%20USE%20SCREENING%20QUESTIONNAIRE.pdf>
4. *Permit Required Confined Spaces (PRCS)*
  - a. *During the consultant's visit a number of confined spaces were visited. One previously unidentified confined space was discovered. Program requirements were discussed. Physical Plant and EHS have agreed it would be beneficial to engage a consultant with PRCS expertise to identify and inventory such spaces at Whitman. It is not anticipated any program changes will be necessary, with the exception of appending the consultant's report to comply with L&I's request for an inventory.*
5. *Respiratory Protection Program*

- a. *During the consultant's review of our Accident Prevention Program prior to the site visit, he was unable to review our Respiratory Protection Program, and assumed we did not have a written program. No program changes or additions were required to comply with the consultant's recommendations. Changes were made to the format of Appendix 1 of the APP to make it easier to identify and access the Respiratory Protection Program information. <https://www.whitman.edu/environmental-health-and-safety/safety-and-environmental-programs/on-the-job/accident-prevention-program/appendix-1-%E2%80%93-other-programs-and-special-conditions/respiratory-protection>*
6. *Hazard Communication Program*
  - a. *During the consultant's review of our Hazard Communication Program he identified a number of out-of-date references to sections of the Washington Administrative Code. Program references were updated to correct this issue. These changes included addition of necessary GHS hazard symbol utilization. <https://www.whitman.edu/Documents/Offices/EHS/chemical%20hazard%20communication%20pp%20custodial1.pdf>*
7. *Hazard Communication Program*
  - a. *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.*

Consultant: Jim Woodfin

1. *Machine Guarding*
  - a. *During the site visit the consultant identified a number of machine guards he felt were inadequate. These guards were manufacturer supplied original equipment and were installed properly. The consultant felt the openings in the guards were too large. Physical Plant installed coarse mesh screening to satisfy the consultant's recommendations.*
2. *During his review of our Accident Prevention Program prior to the site visit, the consultant did not observe our Lock-Out/Tag-Out (LOTO) program detailed at Appendix 1. As with the Respiratory Protection Program mentioned above, visibility was increased by a format change. Whitman's LOTO program complies with local and state requirements. <https://www.whitman.edu/environmental-health-and-safety/safety-and-environmental-programs/on-the-job/accident-prevention-program/appendix-1-%E2%80%93-other-programs-and-special-conditions/lock-out-tag-out>*

## **NEW BUSINESS**

Celina Coffeen contacted Fred Miller last week about concern with quantity of highly flammable liquid ethanol stored in Hall of Science (specifically in Herpetology Lab used for preservation), and requested follow up information. Fred investigated and reports that the ethanol classification is lower than initially thought so we are allowed to have a higher volume of ethanol, thus current quantity is fine. The Fire Marshall considers a closed container of this liquid as stored, no matter where it is placed. There is no need for flammable storage cabinets for the ethanol.

Gas smells on campus in Hall of Science again, and John Hopkins relayed there is a recurring question on what to do in this situation. John said he is not seeing the updated yellow WC

Emergency Quick Guides posted around campus, and other committee members agreed. Fred Miller reports that 400 yellow Emergency Quick Guides were printed and dispersed around campus at the beginning of this school year. Fred will print more yellow guides and bring to next meeting for committee members to pass out and post in buildings. This Emergency Quick Guide can be found on the Environmental Health & Safety website for printing extras as needed, <http://emergency.whitman.edu/what-to-do.html>

Kathy Rogers shared eight injury/accidents on campus since February Safety meeting:

- 3 - ice slip/fall due to weather
- 1 - contusion to finger
- 1 - back strain
- 1 - dislocated shoulder
- 1 - minor chemical burn on finger
- 1 - laceration to wrist from box opener

Fred Miller asked everyone to check their building stairwells, main entrance and exit doors for posted Evacuation Plans. Send message to Fred about missing signage. The new standard requires that an arrow should show "you are here" with red arrows showing direction to exits. Kathy Rogers requested updated building floor plans from John Hopkins.

Fire Information Training scheduled September 23, and Fred Miller would like two staff from each campus building to participate. If interested, please email [millerfl@whitman.edu](mailto:millerfl@whitman.edu). The Safety Office has a fire training video as well, and Fred is working to make it available on-line for employees to view.

Fred Miller gave update on our emergency communication system. RFP sent to 7-8 vendors, and only two responded. Neither are our current provider.

**Next meeting:** Tuesday, April 16, 2019, at 1:00pm in Technology Services room 132.