

**Spokane Community College Environmental, Health and Safety
Committee Meeting**

Thursday October 7, 2010

Those Present

Dave Cox-SCC Safety Officer

Scott Jones-District Safety

Jim Roth-Chairperson

Lynn Thompson

Tyler Beasley

Dennis Johnson

Christina Ewegen

Kelly McCarthy

Brett Farrar

Claudia Toews

Cindy Friedman

Introductions

Meeting promptly started at 2:30 p.m.

Jim Roth opened with welcomes and introduced our permanent Safety Meeting conference room on the main floor of the Lair. He also confirmed the safety meeting continues to be the first Thursday of each month at 2:30.

SCC Building Self Inspections-Scott Jones

Scott suggested recruiting participants from building administrators, instructors including himself to get a wide range of visibility while conducting an annual building inspection. He will also send out a power point module on how to conduct a building inspection to the committee. If you need assistance, his cell number is 475-7041. Inspection sheet and list of safety bulletin board signage available online.

Summary of Incident/Accident Reports-Scott Jones

Scott explained this summary included June, July and August accident and injuries for all campuses.

Security Update-Scott Jones for Charles Hollen

Scott discussed the need for personal property watch. If you see suspicious, people make contact or call 7035 for assistance. Keep valuables out of sight.

Building evacuation drills are complete. There has been one building evacuator training course completed, with another being conducted in November.

More information regarding the 2-way radios coming at the next meeting November 4th.

Safety Committee WEB page-Jim Roth

The campus WEB designer, Bob Nelson, will join us at our next safety meeting to introduce the new SCC Safety Committee WEB site. We will also have our group picture taken at the next safety meeting, so dress pretty.

Scott also pointed out the Safety and Security link on the SCC WEB site and high lights.

Open Discussion

As SCC Safety Director, Dave Cox welcomed everyone to the beginning of our new year and explained the value of our safety mission and attentiveness to safety on our campus.

Scott discussed the Executive/Administrator Environmental Health & Safety Summary report that was sent out August 15th to the CCS President and Managers. The report included several environmental activities conducted over the summer months including curb paint removal and

disposal, waste oil disposal and eye wash shower inspections. There are 51 AED units on the SCC campus with 2 units in security vehicles. The units are inspected weekly.

Electrical Safety Guideline Written Procedure is in draft. We need input and editing for final draft. Scott discussed **Hazard Communications** four points.

- Risk assessment
- Inventory of chemicals
- Labeling of chemicals
- Employee training

Scott is also in the process of SCC's Fire Code Compliance for all campuses and will advise next meeting.

Lynn brought up the necessity for fire alarm clarification.

Adjournment

The meeting was adjourned at 3:15. Thanks to all that attended.