

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

Thursday November 4, 2010

Those Present

Joe Dunlap-President

Scott Jones-District Safety

Jim Roth-Chairperson

Lynn Thompson

Tyler Beasley

Dennis Johnson

Chris Ewegen

Kelly McCarthy

Brett Farrar

Claudia Toews

Cindy Friedman

Mark Etchieson

Tom Hollingshead

Jeff Steele

Charlie Hollen

Introductions

Meeting promptly started at 2:30 p.m.

Jim Roth opened with welcomes and introductions. He went over the agenda and past meeting notes.

SCC Building Self Inspections-Scott Jones

Scott talked about WISHA required posters on safety bulletin boards. We need to keep this board clean from anything but safety provided postings. He also reviewed first aide guidelines. The building safety person is responsible for maintaining primary first aid kit. The Dean is responsible for providing the supplies for the primary first aid kits. The building inspections are to be conducted at least annually. If you need assistance, call Scott to assist in a custom check list per area of inspection. His phone number is 475-7041.

Safety Committee Group Photo

The group posed pretty for our picture to be added to the new Safety Committee web-site.

Summary of Incident/Accident Reports-Scott Jones

Scott explained this summery included September and October accident and injuries for all campuses. Jim requested an example of a reportable incident. Scott suggested reporting all close calls for liability coverage. He explained the traffic problems on all campuses with j-walking and suggested maybe putting an article in the student newspaper expressing concerns. Jim will put an incident/accident report link on the new safety web-site. The facilities department is starting to prepare for winter conditions. Call 8630 for facilities assistance with sand and de-icing supplies.

Security Update- Charles Hollen

Charlie started with talking about daylight savings time changing. The facilities department is in the process of changing the timers so the parking lot lights will come on earlier. Building evacuation drills are complete. The flashlights have been distributed to evacuation coordinators. The internal communication radios will be distributed November 5th to the building evacuation coordinators for communication with security during an emergency. These radios should remain in a central location within each building that is continuously accessible.

Training has been scheduled for November 17th for building evacuators to discuss radio information and disabled person evacuation procedure, and any additional questions. Charlie reported that there were 171 security reports since September. Most were "property found" reports. 13 thefts were reported. Be vigilant and report any instances of suspicion to security, ext. 7035.

Safety Committee WEB page-Jim Roth

Jim would like us to review the new Safety Committee web-site.

Web-site is not live yet.

- RCW as to why committee would be created.
- Student representative needed for input.
- Please read through and suggest any necessary changes.
- Tool box topics.
- Add incident/accident link.
- Safety comments and ideas.
- Safety tip of the month.

Electrical Safety Guideline Written Procedure is in draft. We need input and editing for final draft.

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

Adjournment

The meeting was adjourned at 3:45. Thanks to all that attended.

Next meeting is December 2, 2010.