

**Spokane Community College  
Environmental Health and Safety Committee  
2010-2011**

**Date of Meeting:** March 3, 2011  
**Place:** Lair Littlefoot Room  
**Time:** 2:30 – 3:30pm

**Committee Members Present:** Dave Cox, Jeff Steele, Tyler Beasley, Dennis Johnson, Ed Solum, Cindy Friedman, Brett Farrar, Claudia Toews, Michael Brady, Kevin Bartle, Tom Hollingshead, Jeff Rogers

**Committee Members Absent:** Lynn Thompson, Jim Roth, Ken Halpin, Art Capello, Chris Ewegen, Cindy Usher, Charlie Robbins, Linda Poage

**Others present:** Joe Dunlap (Pres. SCC), Charlie Hollen (SCC campus security), Scott Jones (CCS Safety Officer)

Scott Jones chaired the meeting and led discussion in Chairman Jim Roth's absence. Dennis Johnson recorded the minutes.

Introductions of those present occurred in the usual manner. Scott asked that members review the minutes of the last meeting and make comments if there are any. No changes or corrections were offered.

Scott discussed building safety inspection and noted that an inspection of Building 6 is overdue. He thanked Claudia for doing an inspection of Building 201. The inspections are supposed to occur at least annually and more often for some buildings that have more areas of potential safety problems.

Scott reviewed the February summary of incidents and accidents. There were several slip/fall incidents. Charlie described an incident on the street at the South side of Building 27 that involved a car vs pedestrian.

Charlie gave a summary of security incidents for February. There were three vehicle collisions, several reports of suspicious activity, 5 student conduct incidents, and 4 reported thefts. Most of the thefts were in the Men's locker room. There was one incident of a person overnighing in a campus building. Scott noted that employees seem to be doing a better job of securing classrooms.

Claudia did not have anything significant to report regarding facilities. Scott issued a reminder that we are still experiencing winter weather and we need to be using the ice melt and reporting slippery areas to facilities.

Scott reviewed the SCC Executive Summary report. SCC was cited by WISHA for 3 violations of lockout/tagout regulations. The CCS Safety Office developed procedures, training, and supervision guidelines to address these violations. Scott will email to the Safety Committee members a link to the employee training, which resides on the Human Resources web site.

Dave Cox recommended that we also put that link on the Safety Committee web site and that was agreed upon by unanimous consent.

Ed Solum had a question about disposal of anti-freeze. Scott described the process of depositing hazardous material in barrels that are collected and stored in a protective location, and picked up periodically by a disposal contractor. Ed asked about the city's approval of that process and nobody knew the answer to that.

Scott showed and circulated several safety and hazardous material related signs that he can provide as needed and upon request. They can be laminated if necessary. Contact Scott for more on this.

Tom Hollingshead had a question about purchasing items for the First Aid kits and Scott explained that those costs come out of each building's Building Budget. Per Cindy Friedman's request, Scott will send out the guidelines for First Aid Kit contents.

Dennis Johnson reported that the SCC Equity and Diversity Council had reportedly had a lengthy discussion about the perceived lack of response to SCC's need to revise and clearly communicate Emergency Evacuation Procedures to faculty, staff, and students. They seemed to be unaware of all the efforts and revisions made over the last year. Scott had already been contacted by this group and Charlie is planning on attending their next meeting.

There was no further discussion and the meeting was adjourned. Next meeting is scheduled for Thursday, April 6, 2:30, location tba.

Respectfully submitted,  
Dennis Johnson