

**Spokane Community College Environmental, Health & Safety Committee Meeting
Thursday, December 2, 2010**

Those Present

Jim Roth
Mark Etchieson
Jeff Steele
Dennis Johnson
Chris Ewegen
Ed Solum
Cindy Friedman
Claudia Toews
Kevin Bartle
Lynn Thompson
Scott Jones
Tyler Aeles
Roger Bragdon
Dave Cox

Introductions

Meeting started at 2:30 by Jim Roth with introductions by attendees. Jim asked if there were any corrections or additions to the November minutes. No corrections or additions were noted.

SCC Building Inspections-Scott Jones

Scott handed out status of building inspections on the SCC campus. Scott noted a couple of buildings were approaching expiration but most looked good and were up to date. The building inspections are required annually with some lab/shop areas requiring additional inspections. Scott stressed that the inspections should be a team effort between him, building safety coordinator, division dean, instructors and students if available. Contact Scott to set up an inspection. Scott also brought to the meeting posters that are required to be posted on safety bulletin boards for each building.

Summary of Incident/Accident Reports-Scott Jones

Scott stressed the importance of getting any incident/accident reports to him in a timely manner. "Fall to Same Level" incidents will most likely increase this month due to weather conditions. Scott cautioned on the need for proper footwear. There has been no elevated severity in incidences on the campus which is good but Scott commented there is always room for improvement.

Executive Summary-Scott Jones

No issues noted at this time for Environmental, Health or Safety categories.

Security Update-Tyler Aeles in for Charlie Hollen

Tyler reported that a second Building Evacuation Training was held on November 17th for those who could not attend over the summer. Radios are now in place in each building; contact Jovonna Dunbar at x8636 for information on location and handling. The Security office has been working with Facilities Dept. regarding complaints with disability parking. Tyler noted that the parking lots have been emptier than expected with quieter conditions overall.

Overview of Safety Committee Webpage-Jim Roth, Lynn Thompson

The SCC Safety Environmental Health and Safety Committee website (<http://www.scc.spokane.edu/?safety>) was brought up on the overhead and Jim pointed out new link for building representatives. Scott pointed out how to get to the CCS Emergency Management Plan (EMP) website from the left sidebar of the SCC intranet main page.

Lynn Thompson suggested that we might include on our website locations of AED's for each building. Scott noted that the yellow evacuation route/floor plan signs located around each building include location of AED's as well as evacuation routes, fire extinguishers & exits. A discussion was held on the value of placing AED locations on the website as well as the possibility of providing a link to AED procedure video clips on line. Scott gave attendees a demonstration on the use of the AED unit. Scott also passed around a list of safety procedure audio visual DVD's which are available for check out through him or the LRC; it is his goal to make these available on line. Roger Bragdon said there are many video clips available through the district office as well and they are in the process of putting them together for dissemination. Dave Cox suggested we look into any copyright issues regarding intranet versus internet access to video. Chris Ewegen said she would check into the copyright implications with the staff at the LRC.

Lynn also brought up the possibility of coordinating with Disability Services regarding evacuation of students with mobility issues. Dennis Johnson said Disability Services provides brochures to students and are looking at other way to disseminate safety information through student orientations, counseling and registration. It was noted that we should have a student representative on the committee.

Open Discussion

Dave Cox noted he was happy with the progress being made on campus and positive movement in significant areas such as the placement of radios around the campus. Roger Bragdon commented on awareness and education particularly on the SCC campus. He noted the difficulty of working with Higher Education campuses but stressed the importance of planning, communication & drills. A suggestion was made that class syllabi may be a good way to get the word out on safety issues. Roger said he would send Jim 3-minute safety/security information which may be useful.

Claudia Toews reported that Facilities has been busy responding to the weather conditions campus-wide. De-icer and shovels have been placed by building entrances and she asked that faculty/staff be

aware of conditions and use de-icer /shovel if needed. Wet floor signs have also been placed as well as rugs at building entrances.

Dave asked about status of emergency phone systems located around campus. Tyler reported there are still a couple that are not working and contractors are coming to fix. Also a couple may need to be relocated. They are looking into placing permanent plaques at each phone which will show users their location. Tyler will give an update on the emergency phones at the next meeting.

The next Safety Committee Meeting will be held at 2:30 on January 6th. Please note a temporary change in meeting location to Lair upstairs conference room. Meeting was adjourned at 3:40pm.