

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

Date of Meeting: April 7, 2011
Place: Lair Littlefoot Room
Time: 2:30 – 3:30pm

Committee Members Present: Dave Cox, Dennis Johnson, Ed Solum, Brett Farrar, Claudia Robertson-Toews, Kevin Bartle, Tom Hollingshead, Jeff Rogers, Jim Roth, Chris Ewegen, Sarah Coe (student rep)

Committee Members Absent: Lynn Thompson, Ken Halpin, Art Capello, Jeff Steele, Cindy Friedman, Cindy Usher, Michael Brady, Kevin Bartle, Charlie Robbins, Linda Poage

Others present: Joe Dunlap (Pres. SCC), Scott Jones (CCS Safety Officer)

Jim Roth called the meeting to order and members present introduced themselves. Minutes of the last meeting were reviewed. Scott clarified that anti-freeze is not categorized as a hazardous substance in relation to a discussion last meeting about disposal of anti-freeze.

Scott commented that he sent out the information to committee members about the recommended contents of the first aid kits. The committee building representatives are responsible for the primary first aid kit for the building or area of the building, and other kits possessed by departments or others are their own responsibility.

Scott issued another reminder to the committee to keep current with the building self inspections. This needs to be an annual process. Please make sure yours is current within the last year.

Scott also reminded us that he has all the required signs for bulletin board postings if anyone needs them. Please contact him if you are in need of signage.

Scott reviewed the Accident/Illness Summary report. In general, the numbers are fairly consistent with previous months. He noted an incident where the Fire Department responded to a student incident, but declined to be transported. There was discussion about being cautious about transporting an injured party in a personal vehicle as there may be some liability there where the Good Samaritan principle leaves off. Rule of thumb: do not transport an injured party in your personal vehicle unless it is a true emergency and there is no other option.

There was nothing to report regarding the EHS Executive Summary.

Scott discussed AED training. So far, funding for training has not been identified and this is pending. Scott is working on it. He noted that he does scheduled checks of the AEDs on campus to make sure they are in working order. They are easy to use and not intended to require specialized certification of any kind. They will not administer a shock unless positioned properly. Dave Cox asked about AEDs in Buildings 7 and 28 and Scott stated that they aren't there yet but will be.

Tyler Ables provided a Security Report. He is in the process of creating a Security Survey system to systematically record and track security information for each area throughout the campus. The object would be to have a system in place to closely track all issues related to security and keep a more complete record. For example, he noted that several lights are burned out in parking lots that don't always get reported and having a survey periodically would help identify these more quickly. He stated that there are going to be building evacuation drills in the next couple of weeks. He commented about the fact that they work closely with Facilities in the sense that building issues are often reported first to security and security reports to Facilities. He reminded us to report people who are acting suspiciously to Security. They have been able to intervene with some people who have been reported and have likely avoided problems because of this. There are a number of nonstudents from the community who are on campus, so it isn't always someone who would be recognized as a student. Dave Cox asked about Building 28 Security and Tyler assured him that Security is being expanded to include that area with consideration to some of the special needs that may apply there with its perimeter location.

Scott, Jim, and others complimented Tyler on the visible presence of Security staff and on the role they play in helping students and everyone on campus in responding to a myriad of issues.

Student Representative Sarah Coe was asked if there were any student concerns and she did not have anything pressing at this time.

Scott reminded us about what he had sent out on the lock down/tag out procedures training. He also reported that he does a number of ergonomic assessments for staff so if anyone has a need for this feel free to contact him.

Dennis reported that he and Charlie Hollen attended an Equity & Diversity Council meeting at which much concern was expressed about building evacuations, particularly evacuation of people with disabilities. We reviewed with them the whole history of the District's work on this and the evacuation procedures that are now in place. We were advised by them of the need to do more to communicate this information to the students and faculty. Scott suggested that we prepare a video training to post on our web site and to generally make available to the campus community. We also discussed the value of including this topic in FYI (First Year Introduction) training that will be mandatory for new students starting in the Fall. Jim will invite the FYI coordinators to our next meeting and Scott and Dennis will begin to work on a training video. There is also a syllabus statement for instructors to use and Jim will work on communicating that to instructors.

Our next meeting will be Thursday, May 5, at 2:30pm and will be in the upstairs conference room in the Lair.

Prepared by Dennis Johnson