



HEALTH & SAFETY COUNCIL

March 29th, 2021 | 10:00 AM | Virtual

Jennifer Serne (Faculty Senate), Katie Litzenberger (Environmental Health & Safety), Mark Young (College Safety), Jeffrey Penick (College Rep) Otto Bach (Classified Non-Rep), Jerald Dougherty (College Safety), Wendi Hembree (Operations), JoAnn Hundtoft (Human Resources), Jason Berthon-Koch (Emergency Management), Robert Cepeda (Emergency Management), Kara Gabriel (College Safety), Patrick Coffey (Exempt Rep), Shane Scott (Facilities Management), and Richard Duffett (VP Operations), Makenna Thuringer (Student Rep)

Called to order at 2:01 PM.

I. Action Items

a. *Approve minutes from February 22, 2021*

Jason Berthon-Koch made the motion to approve the minutes. Kara Gabriel seconded the motion. Minutes approved.

b. *Review of Campus Incidents*

We had nine incidents reported since the last council meeting, two are recordable. The first was an employee was stepping out of the back of a cab and twisted their knee, which they had injured their knee in the past so it's a reinjury. Next, an employee bent down and when they stood up they hit their head on a plastic shelf, likely not noticing it or paying attention when they stood up. Next, an employee went to the bathroom, lifted the door stop and as they closed the door they slipped, fell to the floor and scraped their nose. This was a swing shift position coming in and there was no mention of the floor being wet. Next and employee was cutting onions and got cut. The department will do extra training. Next, an employee cleaning a table had their hand slip and got cut on a blade sitting out on the table. An employee cooking a quesadilla on the flat top griddle had their finger go through the food onto the griddle and get burned. Retraining of food handling on hot surfaces will take place. Another employee burned their hand on a coffee pot. Lastly, an employee came in contact with covid, went to get tested, and it came back positive. The council recommends dining to do re-training of food preparation safety procedures since these incidents were preventable.

c. *COVID-19 Policies/Procedures*

Nothing to review. Will have more updates through spring/summer/fall quarters.

II. Discussion/Presentation Items

a. *Administrative Updates*

i. *Vote on updated council charter*

Language has been updated and membership was added to reflect better representation across campus. Jeff Penick made motion to approve the updated charter. Kara Gabriel seconded. Motion passed to approve charter and to post the updates on the website.



b. EHS Hiring

A video was submitted to the Budget Allocation Subcommittee for the two positions of safety officer and industrial hygienist. All are encouraged to go through the voting process of the annual allocation requests by clicking on Budget Allocation Request Survey on the [Budget Summit website](#).

c. College/Dept. Representation (Jeff)

Jeff Penick helped research and develop a report about academic department safety meeting practices on campus. There is a list of all safety activity and the people who are leading the safety meetings. The suggestion is for the findings be sent out to departments for them to update annually and circulate the report. This will help the council to have a better presence on campus and further encourage a safety culture. Jen will reach out to the Provost to circulate the report and Jerry will send the list to ADCO.

III. Policies and Procedures

a. CIMS (Chemical Inventory Management System) Procedure

Katie is working to present the draft CIMS procedure to different governance councils and committees to ensure there is full support. After it has been presented to them, then it will go to Cabinet for approval prior to UPAC.

Adjourned at 10:29 PM.

Next virtual meeting Monday, April 26, 2021, 2:00 PM