

**Clover Park Technical College**

**All Hazard (Safety Committee) Meeting Minutes**

Meeting Date/Start and End Time: 1400 pm – 1445

In Person: Building 17 Room 260

November 28, 2023

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| Christian Kroiss(P) | Hannah Precour | Sheli Sledge |  |
| Rosalinda Gonzalez-Yoxtheimer(P) | Melissa Siedlicki | Carine DeLeon |  |
| Christopher Ridler(P) | Jaya Rose | Loree Chiaro |  |
| Michelle Hillesland(P) | Pearl DeSure |  |  |
| Alix Nunke(P) | Greg Doyon |  |  |

(P)-in person

**Review of the Accidents/Incidents from the last month**-1

**Specific Safety Issues:**

ADA wheel chair access between building 17 and 19 is being worked on. The access will eliminate a parking spot.

Narcan is not available on campus.

Security has moved to building 19, suite 109.

Next meeting, a complete list of Building Captains.

**Main Topic**: Review of Safety Survey

**(We will attach a copy of the Safety Survey at our next meeting)**

Question 16 and 17 topics today:

**Question 16: I understand my role and my shared responsibility in relation to workplace health and safety.**

41% did not understand their role.

Ideas on changing that number:

-Updating Onboarding for new instructors (tenure, part time and full time) and staff on what role they play on safety and on health in the workplace.

-Carving time on Inservice Days and discussing everyone’s role on safety and health.

-Have monthly safety topics. Example: [A Better CPTC | Clover Park Technical College](https://www.cptc.edu/about/policies/conduct/better-cptc) . If you see something, say something. All concerns can be reported anonymously. This form can be used by staff, faculty, and students.

-Safety Dialogs

-Looking at different methods of communicating about safety. Creating a safety poster and having them visibility placed in each building.

-Creating a monthly report on “Near Misses” and focusing on safety and what should have been done.

**Question 17: Inspections for safety hazards are conducted regularly in my workplace.**

41% do not believe that CPTC has safety inspections.

Ideas:

-Make an announcement.

-Everyone plays a part on inspecting their space for safety and communicating.

**Question 18: I provide input to my supervisor on safety hazards in my workplace**

**And**

**Question 19: I am encouraged to report when a worker was almost hurt) a “near miss” or close call)**

Ideas:

-Report unsafe hazards in workplace by placing a workorder or if more immediate action is needed, calling security or maintenance.

Suggested maybe next year we can do a follow up on some of the responses.

Next month discussion, question 20

**Question 20: I feel comfortable reporting hazards in my work area.**

Next meeting: 01/28/2024 at 2:00

hybrid: building 19 room 107 and/or Zoom

Prepared by: Rosalinda Gonzalez-Yoxtheimer