

**Safety Committee Meeting
Whitman College
December 10, 2019 at 1:00 pm**

Present: Paul Dodez, John Eckel, Kendra Golden, John Hopkins (Chair), Bryan Lubbers, Kathleen Hutchison (Secretary), Marvin Viney, Nicole Redman, Kathy Rogers

Absent: Elliot Broze, Telara McCullough, Fred Miller, Dan Schindler

Approval of Minutes

10/15/2019 meeting minutes approved. Posted on the Safety Committee webpage - <https://www.whitman.edu/environmental-health-and-safety/safety-committee>.

OLD BUSINESS

- In Fred's absence, John Hopkins shared update about investigation of antennas on the roof of Maxey Hall. Department of Labor and Industries (L&I) issued an official citation to Whitman College. The L&I document is attached at end of minutes, and posted in Human Resources. It falls down to a lack of training of RF radiation for employees. As soon as the college puts together a safety program and trains employees, it will appease L&I. Fred has a third party consultant on campus tonight and tomorrow, December 10-11, to train multiple staff at physical plant on safety procedures for working on the roof.
- Marvin gave update on his work with building assistants across campus to plan for emergency issues. Memorial, Science, Technology, and Maxey buildings have designated building captains and section representatives, and met to create a running document that includes plans for meeting point, shelter in place, etc. for their building. Next phase is training of building occupants, and eventually scheduling a test day during the summer. Marvin will continue this process across campus.
- **ACTION:** John Hopkins handed out copies of "Appendix 2 – Emergency Action Plan" to each member for review and discussion at the next Safety Committing meeting.

NEW BUSINESS

- Kathy Rogers reports one accident since the last meeting. An employee attended a conference and while crossing the street was clipped by a passing car. Minor injury and has fully recovered without missing work.
- Kendra requested additional Handicap parking spots for the campus community per an employee's ongoing concern that there are not enough to meet the current need, specifically near Maxey Hall. John reports that current number of Handicap parking spots meets city requirements, but will request additional Handicap parking.
- Marvin will attend the Joint Local Emergency Planning Committee meeting in Pasco on March 3. If you have any issues you want addressed, please let Marvin know.

NEXT MEETING scheduled Wednesday, January 22, at 11:00 am in WCTS room 132.



STATE OF WASHINGTON

DEPARTMENT OF LABOR AND INDUSTRIES

Division of Occupational Safety and Health
PO Box 44600 • Olympia, Washington 98504-4600

December 4, 2019

OSHA #: 1427186

Inspection: 317955920

UBI: 601595161

Region: 5-Safety

Inspector ID: G7024

Reference: 209479599

WHITMAN COLLEGE

C/o The Board Of Trustees

345 Boyer Ave

Walla Walla, WA 99362-2067

Dear Employer:

Enclosed are the results of the safety and health inspection of your workplace. This packet contains:

- **Citation Invoice** – No penalties were assessed.
- **Citation and Notice of Assessment** – Washington Administrative Code (WAC) Violations.
- **Employer Certification of Abatement instruction and form** - Correct all violations and return written verification or penalties may result.
- **Employer Appeal Rights** – You have 15 working days to appeal this citation.

You must immediately post this Citation and Notice of Assessment at or near where the violation(s) occurred, where employees can easily find and read it, or where employees normally receive posted information. All postings must remain until you have corrected all violations, or for three working days, whichever is longer. "Working day" means a calendar day, except Saturdays, Sundays and all legal state holidays.

Because this inspection is public information, the result will be posted online 30 days after the above date by the Department of Labor & Industries. You may view it at www.secure.lni.wa.gov/verify.

Please visit www.lni.wa.gov/PublicRecords if you would like to request a copy of the inspection file. Your choices are:

- Safety & Health Citation Only
- Safety & Health Brief Inspector Summary Report (short description the inspector writes to summarize the reason for the inspection only – not complete file)
- Safety & Health Citation and Complete Inspection File (The complete legal file which contains the detailed information regarding the inspector's findings, the citation, and calculation of any penalty. This will be especially helpful if you are contemplating filing an appeal.)

If you have questions, call the compliance supervisor, Jeffrey Krausse, at (509) 764-6908.

Respectfully,

Anne F. Soiza

Anne F. Soiza

L&I Assistant Director

Division of Occupational Safety & Health

Enclosure(s)



Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

Invoice

Inspection: 317955920

UBI: 601595161
Legal Name: WHITMAN COLLEGE
DBA Name: WHITMAN COLLEGE
Inspection: 173 Stanton St.,
Site: Walla Walla, WA, 99362-2067

Issued: December 4, 2019
Opening Conference: August 28, 2019
Closing Conference: November 12, 2019
Inspector ID: G7024

No penalties were assessed.



Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

Post This Document

**Citation and Notice of Assessment
 Inspection: 317955920**

UBI: 601595161

Legal Name: WHITMAN COLLEGE

DBA Name: WHITMAN COLLEGE

Inspection Site: 173 Stanton St. Walla Walla, WA 99362-2067

Issued: December 4, 2019

Opening Conference: August 28, 2019

Closing Conference: November 12, 2019

Inspector ID: G7024

Violation 1 Item 1

Violation Type: General

WAC 296-62-09005(2)

The employer did not establish and maintain a program for the control and monitoring of non ionizing radiation "RFR" hazards. The employer did not ensure employees had adequate supervision and training for the control and assessment, to include the use of monitors, of non ionizing radiation hazards on site and adjacent to their work locations at 173 Stanton St. (Maxey Hall), Walla Walla, WA. The physical plant employees perform construction and maintenance tasks on the roof top all through the year.

The following additional correction documentation is required for this violation:
 Please provide documentation of your Non-Ionizing Radiation Program to:

Rod Julian
 WA State Dept. of Labor & Industries
 3001 West Broadway Ave.
 Moses Lake, WA 98837
 Or
 Rod.Julian@lni.wa.gov

Correct by: 1/6/2020
Assessed penalty: \$0.00



Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

Employer Certification of Abatement Instructions Inspection: 317955920

What you must do now:

- Check the correction due date(s) shown on the enclosed Employer Certification of Abatement Form. You must fully correct the hazards by these dates.
- Describe on the form how you corrected each hazard, rather than what you *intend to do* in the future. Examples:

Right: *All staff have received the required training.*

Wrong: *All staff will receive the required training next week.*

Use attachments if you need more space. Submit additional documentation of hazard correction if requested in the citation packet.

- Fill in the date you corrected the hazard and sign.
- Post a copy of the completed form for at least three working days, or until you have corrected all violations, whichever is longer. It must be posted near the hazard location or in a place that is readily accessible by affected employees and their representatives.
- Send your completed form to the address provided.

Note: If we do not receive written confirmation you have corrected the hazards, we will take follow-up action, which may include additional penalties. If you provide us with false information, you may face criminal penalties.

If you are unable to fix the hazard(s) by the correction due date(s):

We must receive your written request for an extension **before** the correction due date(s) listed for the hazard(s). Correction due dates are shown on the enclosed Citation and Notice of Assessment and on your Employer Certification of Abatement Form(s).

Extensions are not automatically granted. To be considered for an extension, you must provide the following:

- Inspection number, employer name, telephone number, and site address.
- Violation and Item number for each requested extension.
- Correction due date on the citation and additional time needed.
- Steps taken to fix the hazard by the correction due date.
- Why you cannot correct the hazard by the correction due date.
- How you will protect your employees until you fix the hazard.

For more information, contact:
Or call: (509) 764-6908

Jeffrey Krausse, Compliance Supervisor
Department of Labor and Industries
3001 W Broadway
Moses Lake, WA 98837

You must post all documentation associated with your request for extension with your citation packet. All postings must remain until you have corrected all violations, or unless you have appealed and received and posted your hearing notice.



Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

**Employer Certification of
Abatement Form**
Inspection: 317955920

UBI: 601595161

Issued: December 4, 2019

Legal Name: WHITMAN COLLEGE

DBA Name: WHITMAN COLLEGE

Site Address: 173 Stanton St., Walla Walla, WA, 99362-2067

You must complete this form and return it to: ROD JULIAN, Department of Labor & Industries
3001 W. Broadway Ave., Moses Lake, WA 98837
Or Fax to:

Violation(s) are fully described in the Citation and Notice of Assessment section.

| Violation, Item & Group# | Type of Violation | WAC# Violated | Correction Due Date |
|---|-------------------|---------------------|---------------------|
| 1-1 | General | WAC 296-62-09005(2) | 1/6/2020 |
| Violation Summary: Non Ionizing Radiation Program | | | |
| How you corrected the hazard → | | | |
| | | | |
| | | | |
| Date you corrected the hazard → | | | |

I certify that the hazards described in this Employer Certification of Abatement Form have been corrected as described above. Affected employees and their representatives have been informed of the correction activities. I am aware that knowingly providing false information may result in criminal penalties (RCW 49.17.190(2)).

Signature Name

Title Date Phone No.

DOSH USE ONLY

DOSH Reviewer's Signature Date



Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

Post This Document
Appeal Rights
Inspection: 317955920

For Employers

If you are cited for a violation of Occupational Safety and/or Health rules, you have the right to appeal the citation. **You have 15 working days from the date you receive this citation to appeal.** (RCW 49.17.140(1)) "Working day" means a calendar day, except Saturdays, Sundays and all legal state holidays. Your appeal must be in writing. It may be mailed, faxed, personally delivered or electronically filed. If you electronically file, the Department will send an automated acknowledgement that the appeal was received. **If you do not receive acknowledgement, please ensure you have addressed it to the correct email.** You can also contact the Appeals Program at the number listed below.

For violations classified as serious, willful, repeat serious, or failure to abate serious, an employer must correct the violations by the date listed on the Citation and Notice / Employer's Certification of Abatement form unless a stay of abatement date is requested in the appeal as described on this page. A stay of abatement date means the employer's requirement to abate or correct the hazard is put on hold until the appeal is resolved. All general and repeat general violations under appeal automatically have stay of abatement dates until a final order on those violations has been issued. If you only need an extension of an abatement date, please see the above section entitled, "If you are unable to fix the hazard(s) by the correction due date(s)".

Your appeal must include:

- Name, address, telephone number, and fax number if available of the employer who is appealing, and for the employer's representative, if any, such as an attorney or interpreter.
- Inspection Number (You will find this nine-digit number in the top right corner of this page.)
- Statement explaining:
 1. What you think is wrong with the citation and any related facts.
 2. How you think the citation should be changed.
 3. What relief you are seeking and why.

If you are requesting a stay of abatement date for serious, willful, repeat serious or failure to abate serious, you must also include:

- Each violation and item number for which a stay of abatement date is requested; and
- The reason for the stay of abatement date request.

Note: Employees and/or employee representatives may elect to participate in appeal hearings.

Posting requirement:

You must post your appeal documents (along with this citation packet) until the appeal is resolved. You must also post all other documents related to this appeal.

For Employees or Their Representatives

If your employer is cited, you may only appeal the correction due date(s).

Your appeal must include:

- Your name, address, telephone number, and fax number if available and the same information for anyone who is representing you, if any.
- Inspection number.
- Statement explaining why the correction due date should be changed.

Send all appeals to:

Assistant Director for DOSH
Attn: Appeals Program
PO Box 44604
Olympia, WA 98504-4604
Fax to: **(360) 902-5581** or deliver to: **Any L&I office**
Electronically to: **DOSHAppeals@Lni.wa.gov**

For more information call the Appeals Program: **(360) 902-5486.**



Please read this first

Step-By-Step Guide to Completing Citation Paperwork

1. Immediately post all enclosed pages marked *Post This Document*.

- Post them where your workers can easily see them, such as in your employee break room or other common area. (You may post copied pages.)
- Keep the pages posted for at least 3 working days, or until you have made all of your corrections, whichever is longer.

2. Correct (abate) all hazards by due dates shown on enclosed citation.

See enclosed Citation and Notice of Assessment.

- Correct each violation listed on the enclosed *Citation and Notice of Assessment* by the due dates listed.
- Did you correct a hazard during your inspection? If so, you will see "This violation was corrected during the inspection" under the specific violation listed, and you won't need to take further action to correct it.

3. Describe how you corrected each hazard.

See enclosed Employer Certification of Abatement Form (ECA) and instructions.

- Describe how you corrected each violation on the *ECA* form.
- Send your completed and signed *ECA* to the address on the form by the due date shown.

4. Pay the penalty.

See enclosed Invoice.

- Pay L&I for any amount due on the enclosed *Invoice* and send it to the DOSH Cashier. (Address is on the invoice.)
- For information about payment options, call 866-294-6225, Option 8.

Turn over

for instructions
on how to:

- Ask for more time to correct hazards
- Learn about payment options
- Appeal this citation