

Safety Committee Meeting Minutes

November 18, 2015

<i>Attending:</i>	Israa Alshaikhli (ASWSU)	Helen Berry
	Cheryl Farabee	Steve Jordan
	Steve Konzek	Carrie Marean-Reardon
	Meg Mercer	Maria Rodriguez
	Maria L. Rodriguez (ASWSU)	Darlene Scrivner
	Scott Tomren	Teresa Tritt
	Chris Tucker	
<i>Not Attending:</i>	Aftab Ahamed	Arthur Baranovskiy (ASWSU)
	Sara Barron	Vince Hebert
	Edward Lima, Jr. (ASWSU)	Andy Percifield
	Vanessa Alvarez Sanchez (ASWSU)	Nicole Sharp

September Meeting Minutes

The meeting minutes were reviewed and approved for September 2015. Amendment to the minutes, Chris Tucker did not attend in September and needed to be shifted into the Not Attending area.

Darlene wanted to continue discussion on the fire lane from last meeting. A lot of people use the fire lane for a drop off zone for students infrequently. At other schools the front of the building can be used for a drop off area. The front of west is designated as a fire lane, the fire truck would use both lanes to manage the curve of the road. If you stay with the vehicle, you can park there temporarily. Darlene asks if there could be some yellow curb area close to the building to allow admins to unload supplies, and then go park their vehicles. Could we take out a handicap space in front of west or east to allow egress? Suggestions made to put up signs (no unattended vehicles) noting a five-minute drop off zone only. Scott will take it to the fire marshal on parking – have him take a look. Various locations were suggested for temporary parking to unload supplies, West building receiving area behind the building and the visitor parking spots. Events have time constrained. Darlene wants to have a convenient place to be considered to have a cart and unload. Meg would like to take Darlene and Israa to take a look at the parking lot and fire lane to come up with ideas to propose before the fire marshal comes on site.

Incident Reports – Scott Tomren

A trip and a fall have been reported for the month.

BSEL Incident (not yet reported):

Also there was an incident in BSEL. The BSEL building is closed until an investigation is completed. Investigation will start tomorrow by an independent consultant, two individuals from PNNL, and an Environmental Health & Safety individual from Pullman. Yes, there was a fire, yes the sprinklers worked exactly as they should in the one room where the fire took place. Seven rooms on the first floor have water damage. These may need repair to prevent mold. By Friday we will have more information. For now, the building is closed to WSU personnel. Facilities personnel will be working on the repairs. . . Equipment in labs and rooms nearby were affected with soot and water and may need minor servicing. After the investigation, the teaching classrooms will be re-opened and some of the other restrictions may be lifted. The primary reason for restriction is a hydrogen cylinder that may have been damaged and, therefore, not structurally sound. The cylinder is still in the room. When the fire cause is investigated, the cylinder will be checked and removed.

Fortunately, no one was injured, but there were problems and complaints regarding lack of communication. A debriefing that was held after the incident primarily found that there was a lack of communication, and too few people have the ability to send emergency messages. Scott will be working to come up with better communication and chains of command.

Steve Konzek told of the evacuation from east and west buildings that happened during the BSEL incident that would place personnel in potential danger if there was an explosion at BSEL after they egressed in front of the building (and in the path of wind direction). Chris Tucker would like to be included in the information so he isn't sending students down into harm's way.

Annual Inspections – Scott Tomren

Met with Helen Berry for Academic Affairs inspection. BSEL and Business office will be due in December. Meg's inspection of the East building teaching labs was due during the summer, but has not been done. Scott said there is a new inspection form primarily for use in laboratories. He still has to make it WSUTC friendly, then Meg can use it for inspection.

Environmental Safety and Health Information Update – Scott Tomren

Tomorrow active shooter discussion is scheduled over three separate times in the East Auditorium. The presentation is centered on a 20 minutes video. Scott was asked to resend the message as a staff bounce as a reminder for the campus. Scott needs a student helper to do the data entry on the chemical inventory.

Cardboard / Paper Recycling – Scott Tomren

We no longer have a cardboard recycling service that is picking up cardboard on campus. BDI pulled the plug on their recycling program because they weren't making any money at it. Meg suggested to ask the students to see if they could persuade someone to provide the service. Randy is talking to vendors to take over the cardboard recycling. Clayton Ward and CI Shred are handling the paper recycling.

Sprout Road Re-Striping, Parking on One Side of Street Only? – Scott Tomren

Nothing new. Low priority for the city for snow removal, probably also a low priority for painting

University Drive Median / Curb Repainting – Scott Tomren

Curbs painted. Contractor, City of Richland, and Port of Benton didn't do anything, so Randy Slovarp, Facilities Director, sent the grounds crew to paint the curb and have added the reflectors. Cheryl Farabee stated it is still a dark intersection.

Safety Policies and Procedures (SPPM), Unit Safety Committees and Meetings – Meg Mercer

Hold for next meeting.

Round Table

Library needs an emergency call list since they are on campus during the weekends and are the first to be questioned if a door is locked or if assistance is needed.

All of the campus emergency blue poles are being reprogrammed when the button is pushed that it dials 911. The call service is not responding promptly.

The Moon Security guard at the campus have been upped to be present all day every day. That service started last Monday, November 9. For now, the guard has been controlling (limiting) access to BSEL.

The next safety committee meeting is scheduled for **Wednesday, January 20, 2016** from **10:00 – 11:00 a.m.** in **CIC conference room 125T**, Hoot Room.