

Safety Committee Meeting Minutes

January 20, 2016

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

November Meeting Minutes – Meg Mercer

The meeting minutes were revised for November 2015 and will be sent back out.

Incident Reports – Scott Tomren

One incident, foreign body in eye while replacing ceiling tile.

Annual Inspections – Scott Tomren

No new inspections completed. Business Services annual inspection was due in December and was not completed, will be rescheduled.

Campus Safety Committees Structure Changes – Scott Tomren

Scott handed out a document, “WSU Tri-Cities Safety Organizations.” The foundation of this document was prepared in response to the BSEL incident. There will be three tiers of Safety Committees. The 1st tier (unit level) are the individual departments. The lab departments will be required to have a “Unit-Level” safety committee. Other departments may form a Unit-Level safety committee if they choose to. Small departments (10 employees or less) may have a monthly safety meeting – including all employees – in lieu of a committee. Each unit will select a representative to the 2nd tier, the Campus Safety Committee (CSC).

The CSC will be similar to the current safety committee.

The 3rd tier will be the chancellor’s executive committee on campus safety. This will include the chair of the CSC, Directors of Facilities and EH&S, representatives from undergraduate and graduate students, staff, and faculty, and two members of the Chancellor’s Executive Council. An issue can be moved up the chain (tiers) as needed. We are going above and beyond the current WAC (Washington Administrative Code) with this structure. This is needed with the many research and lab activities going on in the different buildings, and allows for initial review of procedures, issues, and concerns by unit-level personnel who are closer to and more familiar with the problem. If they need additional assistance, they can move discussion to the campus safety committee. The introduction of the new unit safety groups will be implemented quickly. This committee will meet again in February to review the structure and propose revisions, if necessary. The new structure will be implemented by the CSC regular meeting in March the campus will have a new committee structure. Meg’s lab safety group is quite small and could possibly group with FEQL as a safety unit. Also, since she has been here for a while she would offer assistance to other unit level safety groups.

Scott referred to the second page of the document, he wants all employees to be represented on the CSC. It was discussed where the “high school programs” fit in; are they with academic or running start? Should student life be on this? Is it distinct from student services? This document fleshes out the unit level group. We have the campus safety committee now (the 2nd tier), and will be creating the executive tier (the 3rd tier).

Vince asks who will be in the Chancellor’s meeting – that will be at the discretion of the council. Vince states the unit level committee is going to capture the task at hand on campus and will change in regards to what we are working on. We have a responsible program. Scott trusts we will build a safety committee with direction from the WAC to make the structure work for us.

Sara feels the next two months to complete this action is an aggressive approach. Scott says, “Not necessarily.” If you want an internal nursing committee there will be additional effort, but nursing has not been identified as it being required to have a unit level safety committee. Nursing can discuss safety topics in a normal staff meeting and just send a representative to the campus safety committee. It is mandatory for only the five listed labs/centers to build an internal safety committee. For nursing, as well as most other units, elect a representative for the campus safety committee and you are good.

ASWSU does not have to create a separate committee, just send a representative to the campus meeting. It is important to have the students to be able to voice concerns.

Gear up has a yearly safety meeting with all the separate school units – Gear up will not have to form an internal committee.

Scott asks that new representatives from each department be elected by March to attend the safety committee meeting. Everybody is free to form a subcommittee but does not have to, this is based on the presence of hazards with chemicals and equipment (potential of hazards – physical, biologic, and chemical). Only the five departments listed will have mandatory unit safety committees.

Vince feels the most important thing is that we document what we do in food and environmental quality laboratory. Whenever you do have a meeting have documentation on what was discussed concerning safety. On the regulatory side, show how you have progressed and show improvement.

Vince asks whether we need to adopt a charter. The three page document Scott has provided to the committee today can act as a charter after the committee provides their input. Will we be able to have John Mancinelli attend the campus safety committee meetings? We have written into the safety organizations’ document to have administrative leadership representation. The chair from the committee would be on the chancellor’s committee. Vince asks if there will be voting? It has been a while since there has been a structure where voting was necessary as a defined responsibility. Possibly forming ideas, making recommendations and policies to send to executive committee, may require a little more voting under the new committee.

Meg mentioned that a new chair for the campus safety committee needs to be voted in. She will not have time to attend the additional meetings. She has provided her services as chair for several years. March’s first order of business should be to elect a new chair from the committee. Do we want to elect a vice chair? And possibly another secretary to take minutes? Vince and Meg thanked the secretary for taking minutes. Is Steve Jordan the current vice chair?

The unit groups will be very small – maybe we could share – some topic would be similar such as chemical inventory – makes sense that both FEQL and Science Teaching Labs pair up as some of their topics will overlap. Scott suggests that monthly staff meetings in which safety concerns are discussed would meet the requirements of the unit meeting for most units. If any group discusses safety topics in a

regular staff meeting, this should be recorded in meeting minutes. Gear up's internal meetings need to be documented. Every group has an opportunity for a safety topic.

Scott will be sending out the Word document to review, send comments to Scott. When we meet again in February we will iron out the comments. The three levels remain, the details can be tweaked. The committee will need to consist of WSU employees – PNNL are not our employees and aren't going to be involved in the executive level – although they may be involved in unit meetings if desired (but should be advisory/informational only – they cannot be voting members). Andy meets with PNNL personnel on a weekly basis.

Round Table

Scott Tomren has a position being advertised for a lab coordinator to assist in Environmental Health and Safety. Meg had an idea of who to bring in for the position, she may reach out to encourage them to apply.

Andy Percifield asks the committee to quit using extension cords, they are a fire code violation. If Andy finds them being used inappropriately they will be pulled. He did comment that his more recent inspections are getting better.

Sara Barron from the nursing building is thrilled – holes have been plugged, more security in the building, and the doors are fixed. These items have been reported numerous times over the last two years – with Scott's help the items have been repaired.

Israa reported the ASWSU is being safe. She wanted to request additional signage for the innovation building – had another student visit the wrong 'innovation' building and got stopped by a guard. Can better signage be put on the side of the building? Unfortunately we are told that WSU can't mar the building, since we don't own it (leased). Discussed having a large sandwich board put in front of the ICB building during Orientation so the students can readily find the building, although a sandwich board by the building would need constant attention to keep it upright in the winds that blow. Also, orientation could provide maps for the Innovation Center Building for the students.

Vince reiterated that it is important to get your comments back promptly to Scott on the WSUTC Safety Organizations document that Scott will be e-mailing to each committee member this afternoon.

Chris Tucker stated that parking signage (north side of parking lot) at ICB routinely gets blown down in the wind. So far a couple of signs have blown over. There has been a change in property manager at ICB.

When Darlene left after class last night (after 8 p.m.) the lights out front of campus were out. Andy said a breaker was tripped and 20 lights were out. Andy reset the breaker this morning.

Aftab said the BSEL labs are still not open and personnel are working in other labs outside of BSEL – what are the safety components that we have to provide to them – who is going to be responsible for them – WSU? If the personnel are in Pullman – Pullman is responsible. Is there a policy? Is there a letter? Pullman has their own policy that personnel would need to meet.

Meg moved to adjourn and was seconded.

There will be a Special Safety Committee Meeting on Wednesday, February 17, 2016, 10:00 – 11:00 a.m. in West 240 classroom.

The next safety committee meeting is scheduled for **Wednesday, March 16, 2016** from **10:00 – 11:00 a.m.** in East 212 conference room.