

Safety Committee Meeting Minutes

July 20, 2016

<i>Attending:</i>	Israa Alshaikhli (ASWSU)	Sara Barron (Chair)
	Helen Berry	Aaron Brumbaugh (for Steve Fry)
	Nancy Carr	Vince Hebert
	John Mancinelli	Meg Mercer
	Andy Percifield	Silvia Ramirez
	Tyler Schrag (ASWSU)	Scott Tomren
	Teresa Tritt	
<i>Not Attending:</i>	Aftab Ahamed	Tom Collins
	Cheryl Farabee	Steve Fry
	Steve Jordan	Maria L. Rodriguez
	Darlene Scrivner	Chris Tucker

May Meeting Minutes – Sara Barron

The meeting minutes were approved for May 2016.

Incident Reports – Scott Tomren

Three incidents to report; one temporary employee working for grounds with heat stress, an employee banged a hip in a classroom, and the third employee was climbing on a chair to reach something high, fell off the chair hurting back and hip (all employees, no students).

Accident Prevention Plan and Department Safety Plans – Scott Tomren

Talked a little about this topic at the last meeting. The template is simpler to use. Aaron has sent Scott the new link, Scott will forward to the committee. The new due date for completing the Accident Prevention Plan for your departments is September 1.

Safety committee reps should communicate to their departments the need to complete these plans, and a notice will be distributed via e-mail and/or INTERSECT. Do student services need to do a safety plan for the DEN? Since an employee runs the weight room they will have to have a modified plan. Scott asks Israa and Tyler to touch base with him.

Corridor Signage – Teresa Tritt

Sara had asked about getting directional signage in the main corridors to inform a visitor of room numbers down a hallway. Checked with Jeff in Marketing for branding/signage in the hallway that he was going to bring up at his committee meeting. The meeting was postponed because there was only one attendee. Jeff suggested I talk to Randy Slovarp with Facilities for signage. Aaron mentioned the computers, one in east entrance, and one in the west entrance; computer touch screens that visitors can use for floor maps and location of rooms. The campus maps on the website are out of date campus maps. John can take this item to the Facilities Project meeting. Whatever is decided we need consistency throughout. It is agreed that the signage be room number specifically, and not necessarily department signage (example: Engineering) since there are constant shifts being made.

Maintenance Request for First Floor East Building – Teresa Tritt

A maintenance request was put in on May 26 for the restroom doors on the first floor of East building to push inward instead of pull outward. The request is in the maintenance cue. In the meantime, laminated signage has been put on the inner side of the doors to “Open Door Slowly.” Vince noticed and said the signage is making an effective difference. Andy added that the task involved in rotating the doors may sound inconsequential but is a large, expensive task.

Round Table

Meg is writing up the last safety meeting for her unit.

John Mancinelli says there will be further safety development this fall, groups have been trained in Emergency Response and now in training on Incident Response. Now working the information down to middle management. We have learned from our experiences from last fall's BSEL incident. Expect to see new training and how we will respond.

Vince Hebert has two issues. He wanted to ask about the security officers for the campus that Scott mentioned at the last committee meeting. Scott reported that offers have been sent out to the three, two will be starting August 1 and the third officer arriving on September 6. Once we get them trained they will be on operating shifts during all hours of campus from 6:30 a.m. to 10:30 p.m., and there will be an officer here on Saturdays on this immediate campus (which includes Wine Science Center). Scott is looking for a vehicle for them to use to check on ICB.

Any changes in the parking policies? There are no plans to have permitted parking on campus. Please observe the shipping lanes and keep them clear. Scott states we will learn as we go with security campus officers.

Vince asked about the incident at BSEL – have we got closure on all inspections and completion to share more about the event – are the labs at a point of functioning? John stated the investigation information has been given to the provost. Once the provost is done with the investigation they will share with all. We have put into place lab safety enforcement procedures. A group is on campus today that came specifically to go through the BSEL labs for a lab assessment process. New protocols are coming. It will be shared when the effort is complete. Vince feels it will reduce risks and improve safety through the campus. The labs are open and are being reassigned now. Additional space has been rented at APEL for lab research. The assessment is being focused on BSEL to be able to reopen the labs first. Teaching and research labs will both be assessed. Meg has a policy discussion on having the lab door unlocked during lab work. Scott discussed this with Pullman EHS director after our meeting. His response: If there's a fume hood in the lab, the door cannot be left open, as this impacts ventilation. If it's a fire door, it can't be left open unless it has an automatic release. If the lab has no fume hoods, and it's not a fire door, there's not a consistent policy.

Andy Percifield says there is a construction project on the second floor of the library, rearranging the first floor to get it functional. Reuse what we have on the second floor of library and added new pieces until we have more money to replace more pieces of furniture. West building entry is going to be worked on. Modular building plans being completed, Student Union construction beginning in August. Pathway between West and CIC will remain open during the construction.

Scott mentioned the rattlesnake found outside the East building entry a week ago. He has only seen two this season and that was the biggest rattlesnake he has seen on campus.

Still working on an agenda for safety week. One topic is injured young workers, Sara presenting situational awareness. Security officer may give a judo demonstration. Panel of sexual assault resources, with a community support representative, OEO, and sex crime detective from Richland Police Department. Safety Week is scheduled September 19-23.

Still going smoke free August 22. Discussion came up on how are you going to enforce it? Scott did not have the answer, enforcement mechanisms are being developed both in Pullman and Tri-Cities.

We will have a new lab safety coordinator. The new individual will be joining the safety committee meeting.

During the past week there was a fire alarm. Please do not ignore it – evacuate. There will be more drills. There were annunciators that were out in the second floor of east that will be repaired. We will be changing out our assembly point when we evacuate. East and West Building personnel will move into the grass by the vet monument. Syllabus upgrade for students, signage in each room and include in student orientation. To be put on the agenda for next meeting.

Nursing is getting their badge swipe for entry. Timeline still is uncertain; this is being coordinated with Pullman.

Andy reported issues with the parking signage and the fire lanes, reminding the members that these are no parking areas. He understands the need for parking near each building for loading and unloading gear; and parking temporarily for 10-15 minutes is acceptable – it is the abuse for leaving a vehicle parked in the fire lanes and in no parking areas three or four hours at a time. Security will have stickers put on the glass of vehicles to give them notice. Communication needs to be done for a fix. Scott provided information on using your personal car for campus business – do it at your own risk. Had someone from BSEL travelling to Pullman that wrecked his car. University does not pay for the damage sustained to his vehicle. State does not allow us to reimburse the individual.

The next safety committee meeting is scheduled for **Wednesday, September 21, 2016** from **10:00 – 11:00 a.m.** in East 212 conference room.