

Safety Committee Meeting Minutes

March 22, 2016

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

January Meeting Minutes – Meg Mercer

The meeting minutes were approved for January 2016.

Incident Reports – Scott Tomren

There were three incidents all in February, no trend, nurse with needle stick, a student who did too much jogging on lunch break, and a sick student (nursing). The committee decided a year ago that incident reports didn't need to be seen by the committee, besides there may be a privacy issue. The chair should be copied on the supervisory follow-up for incidents. Near misses could go on an incident report but would be better put on the safety form (<http://tricitie.wsu.edu/facilities/work-requests/ehs-safety-concern-report-form/>).

Election of Officer – Scott Tomren

We have quorum (12 of 17) in the group, we want to have enough individuals to elect another chair.

Any volunteers? There were no volunteers to chair the safety committee for the next year. Scott would like to suggest Sara Barron – she is not in attendance – cannot elect in absentia – table the election unless Sara agrees to accept. The committee concurred that Sara would be a good choice and were confident of her doing a good job. (Note: 3/25/16 – Scott contacted Sara. Sara indicated she would be honored to be chair of the committee and an electronic election had been sent to the committee members. Election was left open online for one week, Sara received 10 of a possible 18 votes, so has been elected chair, effective immediately.)

Minor Capital Safety (MCS) Plan – Scott Tomren

Scott has been asked to make a list of minor capital safety projects for \$25K or more for consideration of funding. It is acceptable to combine smaller projects to reach that level. Preference is typically given to projects that create improvements to general campus safety, or which address an item which is a life safety concern. At the top of the list is to level sidewalks and repair wheelchair ramps on campus. May consider adequate emergency lighting (to some of the labs), the high bay goes black; during outages laboratories needs additional lighting. ADA wheelchair accessibility for bathrooms. East building is exempt because of its age (ADA does not require us to move walls.) If we want to have the campus grow, East would need to be renovated (and has been discussed for two years). Most of the bathrooms in the other buildings are ADA appropriate. Least accessible is our new building (WSC) – value engineering deemed it not necessary. WSC meets ADA but isn't as good as the rest of the buildings on campus. Vince suggested asking students what their main safety concern is for the campus.

Accident Prevention Plan (APP) Updates – Scott Tomren

With the new three-tiered safety structure Scott needs a new accident prevention plan from all departments. He has received two new APPs only. Unit people have already been identified for engineering, wine science, and FEQL but haven't seen it documented yet. Unit level committees have a regular list of guidelines to follow. A representative should be in attendance at each campus safety committee meeting six times a year.

Standard Operating Procedure (SOP) Template – Scott Tomren

The template is mainly for the lab departments; it has been adapted to fit WSU operations. It includes a 21-page template, a fillable PDF – relatively simple. It puts all sections in one document, covers chemistry and basic lab for academic laboratories. Vince thinks it is a good improvement and is well spelled out but need to take a look at how extensive they are; Scott has to review the document before the lab can go forward. The template is located on the ES&H web page (<http://tricity.wsu.edu/ehs/wp-content/uploads/sites/83/SOP-template-new-2016.pdf>). BSEL personnel have received the template first – using BSEL as a pilot. Scott will finalize the template and then push it out to everyone else once BSEL has implemented it and worked out any issues.

Voluntary Protection Program (VPP) – Scott Tomren

Scott believes most of the committee has probably heard about the VPP program before with us being so close to Hanford. No universities have belonged to VPP. The chancellor is interested in having us participate. Most of the benefits listed will not apply to the university (lowering costs). Tri-City campus would be the only university; the program could make us safer – improve what we have. If VPP is going to work we would need improvements listed as 9, 10, and 11 (details attached). Labor & Industry regulations are written for industry, don't necessarily fit academic environment, we have to find the space where we fit. At the class Scott is attending on Thursday, VPP will be discussed. He will gather information and find out whether it is attainable. VPP would include only the employees on the main campus in Richland (VPP information attached).

Recent inspection activities

Oregon State was discussed for the fines on lab storage. Department of Ecology visited our campus last week. Ecology hired at least two new inspectors in the past few months so they can make more frequent visits.

Round Table

Faculty has asked Vince Hebert to represent them at the safety committee. Also introduced Melissa Quintero-Aranjo as a new member of the safety committee. She will be representing the Food & Environmental Quality Lab (FEQL) group.

Vince mentioned a faculty concern on the mapping on the walls in each classroom. The faculty could not understand the map. Can we improve information on the maps? Map on every door to give directions for that room's exit route in case of an evacuation. The maps used to be discussed at orientation in fall and spring that included the exit route. Specifically, the building maps, lab signage, room signage needs working on. Vince offered to assist in helping with the effort. It's close to the top on Scott's list.

The next safety committee meeting is scheduled for **Wednesday, May 18, 2016** from **11:00 – 12:00 a.m.** in East 212 conference room.