

Safety Committee Meeting Minutes

May 25, 2016

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

Signage – Sara Barron

Sara asks if the major corridors in East, West, and CIC could have directional signage to help individuals find conference rooms and classrooms. Example: Where is conference room CIC 125T? Sara asked Teresa to see what could be done.

March Meeting Minutes – Sara Barron

The meeting minutes were approved for March 2016. During our discussion on minutes, the attendee list was revised, removing last year's student body officers and replacing them with new ASWSUTC members. Also, requesting administrative representation so John Mancinelli will be added to our committee member distribution list and invited to our upcoming meetings.

Set Time for Committee Meetings – Sara Barron

Scott reported on the doodle poll he took after the last meeting to query the committee for an agreeable time; Wednesday morning was the favored time for those that responded. Sara, as new chair for the committee, will have us continue to schedule the safety meetings on Wednesdays at 10 a.m. for maximum attendance.

Incident Reports – Scott Tomren

All three incident reports were for students, two needle sticks, and a twisted ankle playing volleyball. No staff or faculty reported incidents.

Accident Prevention Plan and Department Safety Plans – Scott Tomren

Accident Prevention plans have been completed this past month by Darlene and Meg. Scott has simplified the plan which covers 12 pages of boilerplate and two pages of department information. Scott will send out the link (<https://tricitie.wsu.edu/documents/2016/04/csp-accident-prevention-plan-template.pdf>). It is important to complete the new plans; it will identify new safety committee members for the campus. The plans are also important in that they inform Scott of trainings the various department needs. Each department needs to identify a representative for the committee. Helen asked about the academic affairs group, each of the administrative staff have a different supervisor, do they all need to attend? As administrative staff they all have the same hazards so only one needs to attend for the Academic Affairs group. Helen can have a back up to rotate people to the meeting if she needs, she said that wasn't necessary. The Accident Prevention Plan needs to go out to all department heads, committee meetings and on Intersect. Sara set a deadline for August 1. The boilerplate is really simplified. Send a reminder in July that it needs to be completed by August 1.

Security – Scott Tomren

Scott (and search committee) are in the process of hiring internal security for the campus, starting with three guards during operating hours. We are working on our candidate list, picking 10-12 out of the mix

for interviews in the first round. We will have officers on board by August when school starts in the Fall. The operating hours will be from 6:30 a.m. to 10:00 p.m. in the evening. A security officer will be here on Saturdays as well. There will be have a designated phone number for them. The campus emergency line will ring into them (2-7234). Their office will be West 147 will be the campus security office. Kelly's Answering Services will pick up the emergency line from 10 p.m. to 6:30 a.m. There is discussion of housing to be built on the other side of CIC by a private company. When that occurs, additional security officers will need to be added to our staff.

Concerning security, Sara had a request for nursing. She would like to add a battery operated exterior doorbell for nursing facility on Lee Boulevard, at least for use in the summer. If a member of the nursing staff gets locked outside, they can buzz to alert someone to let them in the locked doors. Scott suggested mentioning request to Debbie Noguera, to approve of the expense. There have been pieces that have arrived for the new card reader for the nursing building entrance.

Safety Week – Scott Tomren

Mid-September the campus will have a safety week, covering safety topics. A topic will be included for students specifically. Considering SARC and looking to bring in a shooter survival for a discussion. Situational Awareness topic by Sara Barron (for an hour). Local police departments may be interested in giving a talk. Sex trafficking. Awareness all students and employees could use. Suggestion to cover a topic for the "more" elderly on defense.

Tobacco Free Campus – Scott Tomren

August 22. Starting on that date you will not be allowed to smoke on campus. Pullman is implementing the policy on the same day. Nicotine patches and gum for cessation is allowed. Housing developer is not on board with smoking cessation. (prevention of guns/weapons in the building(s)).

Round Table

Meg wants to voice that the entrance to the bathroom doors downstairs of east building push out, have no windows, and would like to have the doors to the men and women's restroom turned around to push in. The door could strike someone and they have. Reverse the frame, may be most expensive that may be realized. Teresa has the action item to put in a maintenance request from the safety committee to have the action looked at seriously (cc: John Mancinelli on the MR). Scott will have a discussion with Randy. Record the next near miss, for safety concern. In the meantime, it was suggested to hang a sign on the interior of the door to OPEN DOOR SLOWLY. The downstairs bathrooms are not [\(I thought they were\)](#) handicap accessible.

Steve Fry responded to a signal on the fire panel when it showed that the Wine Science Center didn't send a signal. He found that Frontier had disconnected all four Fire Alarm lines for the WSC. Frontier said it was distorting their coverage so Frontier disconnected it. The Wine Science Center is back on line this morning. Steve will be following up on this item. The question arose who else we could use for a phone service. Can fire panel be put over a cellular line – Scott may ask the Fire Marshall. The fire panel send a test every hour that is reported to Moon Security – if the panel doesn't get a signal it is reported. That is how IT found out about the disconnect.

Scott ask the committee of any of us remember an employment orientation when you started? Not implemented. Spotty. Put on agenda for next meeting.

The next safety committee meeting is scheduled for **Wednesday, July 20, 2016 from 10:00 – 11:00 a.m.** in East 212 conference room.