

Safety Committee Meeting Minutes

September 21, 2016

<i>Attending:</i>	Aftab Ahamed	Sara Barron (Chair)
	Helen Berry	Nancy Carr
	Nicholas Elizondo	Vince Hebert
	Charles Humphreys	Steve Jordan
	Whitney LaMarche	Meg Mercer
	Brandon Needham	Silvia Ramirez (for M. Rodriguez)
	Ana Sandoval (ASWSU)	Darlene Scrivner
	Chris Sorensen (for Tom Collins)	Scott Tomren
	Teresa Tritt	Chris Tucker
<i>Not Attending:</i>	Israa Alshaikhli (ASWSU)	Tom Collins
	Cheryl Farabee	Steve Fry
	John Mancinelli	Andy Percifield
	Maria L. Rodriguez	Tyler Schrag (ASWSU)

July Meeting Minutes – Sara Barron

Sara opened discussion to see if the meeting minutes could be approved. Meg wanted to bring up July round table discussion on the teaching labs' need to have the door propped open. The issue is leaving the teaching lab doors unlocked to have 24 students to come and go. Policy is that the lab has to remain locked – Scott states the lab has been locked full time automatically. Meg would like to have the lab doors automatically unlocked during class time and then be responsible to lock the door when the students leave. There is not a written policy to have the labs locked. Issue with having the door open is having an instructor control lab egress. Sara asked that this side issue be discussed elsewhere. Special meeting to have the proper representation for discussion to the chancellor's committee.

No other comments on the July meeting. The meeting minutes were approved for July 2016.

Introductions – Scott Tomren

Scott first introduced Whitney LaMarche as the new lab safety coordinator. Scott will have Whitney attend the Safety Committee and will be taking his vote at the safety committee. He also introduced the three new campus security officers; Nicholas Elizondo, Brandon Needham, and Chuck Humphreys. All the officers are on day shift as training is being done and then will start on rotating schedules. Most of the time there will only be one security officer on campus. This is first step in the process. Once housing is built, there will be a need for more security. Telephone number for the security office is 372-7698.

Incident Reports – Scott Tomren

Three incidents to report; a student tripped on a sidewalk, nursing student squirted eye with saline and a custodian strained his shoulder while waxing a floor. Note made of the sidewalk to see if we can get capital funds (between West and CIC) to get sidewalk repaired.

Accident Prevention Plan and Department Safety Plans – Scott Tomren

Scott sent out the accident prevention plan – 90% boilerplate. Usually just a page for regular use plans; as an example, Steve Jordan's will be more detailed because of the circumstance. Scott has a list of those that have completed the plan. January 2017 is the new due date that has been selected to complete Accident Prevention Plans.

Fire alarm evacuations – Scott Tomren

A new assembly plan will be at the vet monument for east and west building to have the people from crossing the street and to stay out of the traffic. Have not released this information. Need to get the information published and have people start practicing the route in the next fire drill.

Round Table

Sara Barron - Safety week has been changed to October 17-21. There will be a series of presentations. Sara will present personal security. General presentations, brown bag with lab PIs (mandatory), Tuesday's topic is injured young workers covering employee rights, a young man will talk on his experience. Wednesday – trying to nail it down (possibly Sara's topic) or police department topic on active shooter again and information booths. Thursday, topics for a few minutes each on SARC, Fire Department, Friday – there will be nothing planned.

Whitney LaMarche asked when Wine Science Center is pulling out the big man hole covers, should we have warning signs when the covers are open. Would like to put “confined space” permanently to the inside of the lid (cover). The covers are lifted off to do water sampling. Scott and Whitney will be getting together to discuss.

Nancy Carr – power outage on campus on the evening of Tuesday, September 20 was caused by a squirrel; shorting out the grid for north Richland at the station. She asked why did that shut the Internet off? Telephones went down as well. Everything is through the internet. Fire panels all out (could detect a fire but wouldn't let anyone know). Scott made a list of the failures. People talked about putting plug-in lamps in the labs. Also, talked about putting a light strip in each office to provide light during an outage. East was dark. West had use of the backup generator – does not go to east. There will be a debrief scheduled for the lessons learned later in the week. Sara asked that the outage be put on the agenda for November for the findings to be discussed.

Aftab Ahamed has made a unit lab safety group and has had meetings. Tish can we see what the campus safety meetings have been discussing, all the minutes are posted to the ES&H webpage under heading Safety Committee Meetings. All minutes can be posted at a unit level and discussed. A representative is represented at the campus meeting. Add the unit chair reps to the minute distribution list so that they will receive the minutes for the meeting. Xiao, Tom C, Vince, Meg, Scott Hudson.

Steve Jordan – a chunk of concrete fell off a wall in the geotech lab – no injuries.

Chris Tucker – have had two half day outages at the Innovation Center building (ICB). He thinks the outages will become worse with Charter (that is what we have on the north side of Richland). We might get on a better system during the evenings to alert people they are not attending evening courses. Some lessons are internet driven. We don't get any information from Charter when we are going to get power back up for ICB. Now WSU occupies the entire building, so now we can have signage at the ICB – Hanford Project files are being moved into the ICB. There is a new property management company managing the building so we may be able to get signage (if it is put in the contract).

Vince Hebert – electrical backup system. Is it time to discuss backup generators for our facilities? As we have regulatory science labs, we should consider backup generators for East, CIC, ICB, BSEL (has one but is limited). Air handlers are not backed up so no fume hoods use during an outage. Generators would need to be tested quarterly for preventive maintenance.

Power outage was a good lessons learned for planning a path forward. Pullman had outage for three days last year. Making a list to discuss budget items. Wine Science Center had lights and was not affected by the outage.

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