

Chancellor's Executive Committee on Safety Meeting Minutes

April 20, 2017

<i>Members Attending:</i>	Vince Hebert	Randy Slovarp
	Scott Tomren	Maria Rodriguez (undergrad)
	Akram Hossain	Cameron Hohimer (grad)
	Laura Bulgarelli (late)	
<i>Members Not Attending:</i>	Sarah Tragesser	Kate McAteer
	Sara Barron	Harvey Grover
<i>Guests Attending:</i>	Keith Moo-Young	Scott Hudson
	Aftab Ahamed	Tom Collins
	Karina Barajas	John Mancinelli
	Jordyn Creighton	Xiao Zhang

Introductions

Chair Vince Hebert (VH) provided a summary of the safety committee structure for the guests in attendance, and suggested creating a list of action items for this committee, as well as refining the reporting structure for movement of issues between committees

Akram Hossain (AH) requested an evaluation of how well the new safety committee structure is working, and recommended formation of an audit committee for laboratories to meet the requirement for annual safety reviews

Previous Meeting Minutes

The meeting minutes were approved for December 2, 2016 meeting. One of the topics discussed in the December meeting was creation of an annual review or overview of campus safety. This is not yet ready for review by the committee.

John Mancinelli (JM) suggested using online smartsheets to create reporting levels for documentation and easy searching. This should make review and recall of topics easier and more timely.

Old Business

VH proposed created of a charter and bylaws, establishing a subcommittee for creation. The subcommittee will include VH, JM, Scott Tomren (ST), and Scott Hudson (SH). Intend to have a draft to circulate through the committee and have available for approval in time for fall semester committee meeting.

VH stated that there needs to be better guidance regarding communications between the committees, and between the committees and the campus. Keith Moo-Young (KMY) recommended using Safety Week to bring pieces to the community. This should include all hazards and be all-encompassing.

VH asked how information is shared between unit-level committees, and suggested that they should periodically meet with each other to discuss common issues.

New Business

Aftab Ahamed (AA) reported that BSEL has started borrowing training modules from PNNL – 20 modules so far, covering both general safety training and lab safety training. These are in Powerpoint, and are now being revised to make them fit WSU. VH reported that these are fundamental training

modules, providing more “bottom-up” training. KMY suggested that this committee review the modules and recommend whether they should be adopted as required training.

JM said that this committee needs to have a higher, cross-disciplinary perspective, taking a longer view to identify issues proactively. He suggested “learning walks” to look at different areas and activities, and to learn how to implement solutions at a system level rather than unit level. Where are the holes in our system that create unsafe situations?

AH stated that units know their needs, but need to identify those needs and associated issues, then collaborate with EHS to communicate through the Campus Safety Committee to elevate concerns to the campus level. VH said that even though units are different, there is continuity between them. Similar groups (such as lab research groups) should congregate to create a more unified approach.

Cameron Hohimer (CH) reported that from a student perspective, accountability has improved from fall to spring. There were initially some issues with accessing training on Blackboard, but this has improved. Problems still exist with unwritten policies, there is little continuity between units, and answers vary between people. VH said this is an issue that needs to be addressed at the director level. JM indicated that system-wide lessons are impacting this, with new liabilities, safety concerns, and policy edicts. A systematic initiative needs to happen, but it needs to be determined how this will penetrate downward. CH indicated that a charter for this committee will be helpful in making that happen. JM indicated that it should identify this committee as a forward-looking/thinking body, while the unit level and campus level committees should be primarily problem solving bodies. VH indicated that we need to move on, but he wants to see a unit-level workshop by July 1.

ST reminded all that the Department of Ecology will be visiting campus to perform a hazardous waste compliance inspection sometime in the next 5-6 months. Areas should be cleaned up, containers properly labeled. General lab inspection checklists are available as a guide. VH reminded everyone of the lab inspection checklists issued by the Provost’s office, they are to be initialed and posted in all labs. ST said this should include academic labs. CH indicated that the checklists are not posted in East/West.

VH mentioned minor capital safety (MCS) priorities, some of which were discussed at the March Campus Safety Committee meeting. Anyone with ideas for MCS projects should bring them to ST.

CH asked how to report concerns. ST indicated that there is a safety concern report form on the EHS website. CH suggested putting a link on the front page, and providing improved, more consistent communication regarding safety issues and concerns. Additional outreach to students may be helpful, food or extra credit will encourage participation.

Topics for next meeting: Committee charter, elect a new chair, hold a unit-level committee workshop

Next meeting to be tentatively held in July