

Safety Committee Meeting Minutes

July 19, 2017

<i>Attending:</i>	Aftab Ahamed	Raul Aranzazu
	Helen Berry	Marshall Fryberger
	Whitney LaMarche	John Mancinelli
	Meg Mercer	Andy Percifield
	Silvia Ramirez	Scott Tomren
	Teresa Tritt	Chris Tucker
<i>Not Attending:</i>	Israa Alshaikhli (ASWSU)	Sara Barron (Chair)
	Susana Butterworth	Nancy Carr
	Tom Collins	Nicholas Elizondo
	Cheryl Farabee	Charles Humphreys
	Steve Jordan	Brandon Needham
	Darlene Scrivner	

May Meeting Minutes – Scott Tomren

The meeting minutes for May 2017 were approved. Introductions made to Raul Aranzazu, he will be working with Meg Mercer as a science lab coordinator.

Incident Reports – Scott Tomren

Scott reported there have been six incidents since the last safety meeting two months ago. Two were reports of an odor in BSEL, we believe gloves had an odorous chemical on them and then were put in the trash. There was a car accident by a GEARUP worker in Walla Walla. They were not at fault, someone ran a red light, individual could not avoid the accident, and there were high school students in the hit vehicle. PNNL employee walking through the CIC building twisted an ankle and ended up with it broken, possibly from her high heel shoes. One of maintenance people changing a light ballast thought they had turned off the correct circuit, and shocked themselves, which caused them to fall from the last two steps off the ladder. A custodian moved a rack of chairs, dropped the rack on their foot, bruising it. The car accident is working its way through the Pullman system. The PNNL employee's accident is working through the PNNL system. The only one reportable for the campus will be the ladder incident. Andy will be working on retraining the maintenance crew on electrical work; have them testing the circuits to make sure they are turned off before starting work.

Safety Training – Scott Tomren

Nothing new to report on blackboard since last meeting. Scott has talked before about the new employee orientation module that is on blackboard. Scott sent out the link in an e-mail. If you want to walk through it, you are welcome, do not need to be a new employee. The self-enrollment link for online training will be added to the EHS website. Separate but related is the key issue of onboarding new employees. Human Resources is working on a new process with IT and the Office 365 system on the new onboarding orientation. Marshall commented IT is trying to get a process done to start building e-mail and account information earlier. ID number is first, system access, and then adding your I9 information. Aaron will probably write something up in a staff bounce to provide the information to all employees.

First Aid / CPR Training – Scott Tomren

The next First Aid training is scheduled for August 2 at the nursing center on Lee Boulevard. Scott is still working on getting more instructors to teach the course. Meg volunteered that she could be a first aid instructor. Scott has been scheduling one first aid/CPR training for each semester, trying to move toward having a class every 4-6 weeks. Two classes have been held so far this summer. The nursing staff will provide the training on August 2.

Phones in all Classrooms – Scott Tomren

The request to have phones in all the classrooms have been added on the MCS list; has not really moved beyond that point.

Student Union Building Opening – Whitney LaMarche

At this time, one security guard is on duty until 11 p.m. at night and they do have access to the keys for the fire pit. The Student Union Building (SUB) will be open on August 14. There will be a phased move-in. The contractor is still working on fixing last details on the punch list for repairs on tile flooring at the SUB. It will be open a week before the semester starts. President Schulz is scheduled to come down in September to cut the ribbon at the grand opening celebration.

Car Simulator – Whitney LaMarche

Safety Week is on the calendar for September 18-22. Hanford patrol has a presentation on the hazards of being a distracted driver and then can have the student run through a car simulator to have them drive while texting a message on their phone. Whitney is trying to work out the details to have this transported to campus for safety week. The timing is good. The distracted driver law goes into effect on Monday, July 24; the fine is \$136 for a distracted driver ticket. Need to keep your eyes on the road. Now an officer can stop you if he observes you being inattentive; you are not to drink, adjust the radio, text, holding your phone to your ear, putting on makeup, etc.

Round Table

Aftab – Dr. Hossain randomly inspected the BSEL lab and found some discrepancies. The first contact on a call sheet is the PIs, who should be next? That name should be another person knowledgeable in the lab's operation. Possibly Keerthi Srinivas for Dr. Ahring's lab, or Aftab or Marty at 372-7697. The third contact should be the Campus Emergency number of 372-7234. If necessary, the Emergency operator will call building maintenance. Aftab appreciated Scott's immediate response. PIs have been the last people to know about issues in their labs. BSEL was closed early Saturday due to power failure, and Dr. Hossain sent an e-mail to PIs just after midnight. Was that communicated to students/lab staff? Communication issue. Andy wants to create a PI distribution list for a staff burst (bounce). It will probably be Tish managing the list. The PIs should receive an e-mail for an outage – making them aware of it. Our communication is usually concerning a loss of power. Also, need to alert the academic lab instructors when fume hoods are down and building is closed, and when they come back up.

John Mancinelli wanted to comment on safety week. There will be several safety drills on evacuation during the week. In addition, the police will be on campus in full SWAT gear for an emergency response drill for active shooter – practice only. Communications will be sent to everyone to make them aware in advance, that it is an exercise. Administration is rallying for fidelity on a whole. John wants to communicate what we are doing, and make sure we are doing what we say. Minutes of meetings will be put on SharePoint to share information. Make people aware – communicate. In the health and safety group, Debbie (Nogueras) Conner will be the health and wellness director and will be providing information on campus and for housing. Please talk with her if you have information to share.

Whitney requested moving the Safety Committee meeting so it does not fall during safety week in September, consider moving to Wednesday, September 13.

Marshall Fryberger has received cameras that will be installed in the hallways of the wine science building. Also, working on remoting in on equipment reading for maintenance so they can address all matters in the mechanical spaces, getting Wi-Fi access in the West (Floyd) and CIC mechanical spaces to alleviate the crew from climbing in the mechanical space and then reading the output at their desks. Do not have cameras for the SUB yet, will need at least five cameras for Student Union Building.

Marshall added that Jonah has a driving simulator program – maybe he would consider volunteering it for safety week to provide another station to use.

Chris Tucker has placed a maintenance call for the hood in ICB 125 and it has not been repaired. Will I need to put in a Mechanical Request to fix it? Need to contact the building manager for the Innovation Center building (ICB). Andy has given them a list of things to repair. There are concerns that are not being addressed at the ICB; Andy has a process to share with the (fourth) building management personnel. Signage not at ICB building – can we put a sign identifying the building as a WSU facility? Do not have 100% of the building, so they do not want to provide a sign, and if we take over renting the entire ICB space, the O&M will roll over to WSUTC and would triple the costs.

Scott reported the Department of Ecology did finally come for their site visit. The common issue that they found were that containers were not labeled properly or at all, including some with material spilled onto the label making it illegible. The most common labeling issue was failing to mark the hazard of the chemical. It will be two or three more weeks before we get the final report. The inspection lasted seven hours and they were getting paperwork for two days after the site visit.

Scott had a timeslip employee on staff this summer inputting chemical inventory and adding SDSs to an online system for access by all employees. They finished the task last week. Scott will give it a look and send it out the information to all employees to be able to access the inventory on the computer or your phone. After the inventory, asked them to identify chemicals that are common to several locations. We will explore centralize purchase & storage of these, so they can be shared around campus and reduce inventory. Scott is still working on what that would look like.

Scott is noticing the reports coming in this summer are about mice being found in offices. This is partially due to the heat outside, but more because there is plenty of food inside. Please keep food in sealed (mouse-proof) containers.

The next safety committee meeting is scheduled for **Wednesday, September 13, 2017** from **10:00 – 11:00 a.m.** in East 212 conference room.