

Safety Committee Meeting Minutes

March 22, 2017

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

Introductions made around the table for new member.

November Meeting Minutes – Sara Barron

The meeting minutes for November 2016 were approved.

Nomination of New Chair for Safety Committee – Sara Barron

The bylaws state that there will be a chair nominated on a yearly basis. Are there any other nominations? Sara will continue as chair.

Discuss How to Communicate Up the Chain of Command – Patterns – Sara Barron

Sara wants to make sure all units are reporting up the chain of command, to keep the information flowing. By design, the units are supposed to be providing a member to the campus safety committee and then a few members would go to the chancellor's meeting. Is there a better way for faculty, staff, and student to get the information out? Scott and Whitney can send out a change as a staff bounce. The units can send notices out – any information that need to go to the chancellor. In the minutes, topics can be asterisked (*) and ask people to take it back to their committees. Can put information in department newsletters. The BSEL safety unit has met and engineering safety unit has met. They should be sending minutes – posting on their websites, file in their departments and send Scott and the chair a copy of their minutes. Do we need to send out a note to the unit members to send notes to the committee? Scott has action item to ask for the information. If you have a safety concern that comes up, let the safety committee know. Can send to Scott, Sara, or Teresa.

Incident Reports – Scott Tomren

Twelve incidents have occurred since our last safety meeting in November. Four slips on ice in the parking lot, bumps and bruises. We have by far the fewest through this winter in comparison with Pullman. One car accident, one mouse bite, one rotating machinery injury, and an exertion event Steve Jordan talked about his injury. No broken bones in his hand. Do not rely on the safety feature on the equipment. One individual fell and broke a finger. A student passed out from anxiety, nerves, had not eaten, fainted but not hurt. Biggest trend was the four slips on ice, and one on a slick floor. Do not see anything in common in the incidents.

Safety Training – Scott Tomren

Moved some of our training modules on to Blackboard – and now there are tests involved. They are still working on some of the bugs. A couple of complaints of not being able to retake the test and that has changed. Have reworded some of the questions and deleted others.

Department of Ecology Inspection – Scott Tomren

Very strange that I got an email that the Department of Ecology announced they were coming in the next six months for a hazardous waste inspection. We will be prepping to ready the campus. Please check the labeling in the labs, making sure anything labeled is not expired, make sure everything is stored properly. Housekeeping is another important item along with secondary containment. Make sure even on your non-waste container to clearly mark what is in the container. The last inspection by Department of Ecology was in 2011. Hazardous waste generator training should be completed. The only ones attended this past year was BSEL personnel; everyone else is out of date and will need to take the module. Faculty, staff, students, PIs, TAs, and researchers. Aftab stated none of the PIs have taken the module, the TAs and students have taken it, not PIs. Important item to note in the minutes.

First Aid / CPR Training – Scott Tomren

Have been trying to do first aid training once a semester – anyone wanting to be trained as an instructor, please let Scott know. We need to make first aid training available more often – training happens at TRIOS for \$125 per person to learn to be an instructor (train the trainer). Chuck and Brandon are interested in taking the training. Sara and Kay have been instructors in the past and will observe the first few classes to assist.

Over Crowding in the Engineering Labs – Whitney LaMarche

Steve Jordan flagged me down a month and a half ago to discuss the 30 students in a lab scheduled for 12. There is no other space to do our lab. We do not have enough space for our students, no incentive to the faculty to split it up. Academic engineering labs – spilling, equipment are potential hazards that exist with thermal fluids, and manufacturing processes. There is a policy for experiment stations, 120 sqft per station is the standard, (five or six students around each experiment). Designed for 1-2 students, not 5-6 students, looking for an 1800 sqft room (which we do not have). Now we have five stations, normally we would like to do 2-3 students per space.

Have there been any near misses, none. Students are starting to complain of the cramping and as a safety concern. Faculty have provided a safe environment regardless of the conditions. Steve Jordan should provide a write-up or come along to the meeting (take a picture of one of the labs). Another item to consider is to take this from the top for class sizes. Does the instructor want to have 20 students when the room can only accommodate 15 students? We have to make a new section, and control the number. It depends on how the room is set up for how many students can be allowed – maintain aisle space and between table and chairs. Lab based on standing room – with tables added into the space, it gets reduced. Would have to offer a second class. Steve writing and will come prepared to present.

Round Table

Aftab – start with unit level safety meeting. The BSEL unit needs access 24/7 access at the BSEL building to work on the experiments they are conducting at BSEL – how to respond to this request. This is a safety/security consideration. Scott has been working on the procedures concerning working alone and/or throughout the night. There are concerns about what types of experiments can be done if there is only one person, and/or only students with no PI or faculty. The PI contact information must be available to the students working on experiments, and if the primary PI is unavailable, a backup must be designated. The headhouse is being used for experiments. It is not built for the types of experiments being done; these need to be moved to a place with better ventilation. They cannot be doing experimentation in the headhouse if the engineering class is in the area at the same time. The PIs need to coordinate times better to avoid the conflict. The Einstein building does not have access to a phone. No chemical work will be done there until there is a working phone in the building. There are no fiber links to that building attached to WSU. The Einstein building will need a separate phone line. Tish can call and turn it back on or David through Frontier.

Marshall wanted to offer a heads up – blue pole (for security calls) with the WSC is not working – workers cut the communication line during the building of the student union building. Marshall will work on it this afternoon.

Scott thought it would be done already. A Blue Light App that is a free download is planned for people on campus to use. Should auto locate you if you need help, and it will automatically call 911 for you. CIC blue pole will be removed (it is right outside the new Student Union Building, just 25 feet away, not necessary that close).

Aaron sent a request through Steve Jordan. He would like to see phones in all classrooms – suggested that they be added. As a safety concern – can force an announcement through them during a lockdown, and people need to be able to call out for help as cell phones don't always work on campus or in emergency. On an everyday basis not necessary, but when we need it for an emergency, we really need it. Do we have the capacity to add a circuit? PA amps throughout the buildings, seeing if it could be on a circuit. The goal is to have the phones utilize battery power operation in the event of a power outage. They need to then hook up to the generator system if the power is out longer than battery. We would want UPS uninterrupted. This could be funneled as an MCS request. Andy is working on a request to send to Pullman with a cost of \$15-20K for landline type phones and use it as a PA system. We can activate as a PA not normally in the classrooms, phones are in the labs. Enhances safety here on campus. Another budget issue. Scott and Andy can write it up as a request (takes possibly two years). Put it on the backup system so the phones will not go out 15-20 minutes after a power outage. Annual request should be coming up soon. Scott will get it out there (or find a way to do it between Andy-Scott).

Andy had concrete cutting on all of the irregular raised surfaces on the exterior sidewalks and steps has been completed. The sidewalk will be replaced entirely between west and CIC building. MCS set aside for sidewalk repair, still money left to use for the sidewalk between the two buildings. \$7K from the campus. Can it connect from BSEL to CIC?

Starting shortly on the entire wash down of exterior buildings this spring before the spider spray is applied.

Cougar pride day, a spirit garden on the south side of the east building taking up a good deal of Andy's time.

Cold patch going on in the parking lot to cover the chuckholes. Looking at the parking fee structure, more information to come.

The next safety committee meeting is scheduled for **Wednesday, May 17, 2017** from **10:00 – 11:00 a.m.** in East 212 conference room.