

## Safety Committee Meeting Minutes

November 16, 2016

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

### September Meeting Minutes – Sara Barron

The meeting minutes were approved for September 2016.

### Incident Reports – Scott Tomren

Three incidents to report; all students, nursing student with a needle prick, a trip, and an injured arm pushing a cart.

### Accident Prevention Plan and Department Safety Plans – Scott Tomren

Scott is still looking at January 2017 as the new due date to have everyone submit their Accident Prevention Plans.

### Power Outage Findings – Scott Tomren

Scott touched on the cascading errors of failures during the power outage on Tuesday evening, September 20. A list of items has been fixed; replaced UPS on critical systems. Marshall replaced batteries on old servers so they don't go down quite as fast. Flashlights have been purchased for the campus security and IT personnel. John asked that action be taken to summarize items into a report and send out to campus.

### Action for Scott.

### Round Table

John Mancinelli is seeing overarching safety throughout all campuses. Once we get that (?) information we will start implementing across the campus. At the chancellor's level we are working on incident command training with PayneWest, city police and fire departments. Some of the individuals involved with incident command is the IT department, Randy, and Scott. Training will be for day scenarios as well as for evening scenarios, for plan B. Departmental training will be planned for the campus but also include: Nursing, ICB, Wine Science Center - each of those will be looked at. It is a big effort. We will have to get the main campus done first and continue through this next year. We have been making progress over the past year.

Scott is updating lab signage. All labs signage will be standardized using the BSEL template. It will be coming soon.

Steve Jordan understands that there is a blanket safety policy for the labs but needs to have a local policy for labs too. Does it need approval by the chancellor? Regulations need to be approved by the board. Bring a problem, and recommend a solution. Also, what we recommend; does it agree with state law?

Chancellor, resident faculty organization, executive board meeting should discuss. What is the access afterhours? John and Steve can work together to get the policy prepared.

Chris Tucker – another new property management at ICB. Once again would like to bring up having signage at the ICB building. WSU is the only occupant of the building, so would like to have signage to identify the building so people can find it more readily.

Aftab – unit safety level minutes – cannot concur the sent minutes from the campus safety meetings to the unit level meeting. Communications of committee levels can have minutes listed on John's Intersect web page. Aftab asked how often training needed to be completed for PIs. Laboratory safety training for principal investigators (PI) must be done once only. Hazardous waste training is to be done annually. PIs must take training and then they can pass the knowledge on to the students. BSEL PI's want to buy chemicals but don't want to be questioned by ES&H. This is not a safety topic. And, No. There needs to be control of inventory. Don't buy chemicals if you don't have the policy and procedure to use it. If we can find the chemical on campus, we don't need to buy. The individual is overlooking the policy. Get with Akram to discuss with Chris Keane to make a policy to fit the campus here. Create a formal process on how we do business here. I see a lot with our role here – patterns to be proactive. Tom Collins would like to be part of the conversation too.

Scott reported the latest waste recycling collection was from BSEL; clearing all unused chemicals stored at BSEL. There is a lack of inventory control in the building. Chemicals are ordered, shoved to the back of a cabinet where it couldn't be found then ordered new chemicals. There is no need for that.

Ana Sandoval has a general campus question – what time is campus open on Saturday and is there a security officer on campus then. Yes. The doors are opened from 8:00 – 4:00 p.m. on Saturday and there is a campus security officer on duty.

Whitney LaMarche – what to do when the power goes out at 6 p.m. at night? Yes, assist with the evacuation. Please assist with getting personnel out of building when it is a non-serious incident. Is the public announcing system on battery power? Is it connected to the phone system? After the last outage Scott gave flashlights to security and IT personnel to assist with outage issues.

Students are still smoking outside the building – what can we do? Can we post signs? Is not aware of any disciplinary policy in place. Can we call security? Discussion of enforcement of the policy. Put signage outside the building in the zones where they smoke outside. Pullman has 6x6 no smoking signs.

Sara wanted to voice to John that she is enjoying the chancellor opening up the safety forum. Is there anything to add from the committee?

John wants to add dashboards – wants to roll up information from unit level that roll up from the committee that goes forward to the chancellor. Incident reports already go to the chancellor if we are following a trend.

Campus Security has not received a lot of calls. How many contacts have you made within the departments? Who do you contact when an issue comes up? Contact the emergency number (372-7234) to report vandalism. Is there a pattern appearing? Put a couple of signs with the security numbers throughout the buildings.

Chris Tucker relays the information from the safety meeting and disperses to several hundred GEARUP WSUTC employees across Eastern Washington and Eastern Oregon.

John Mancinelli says discussion on the dock is still in progress. May be hearing more by January. Want to incorporate the dock into classwork. Looking at having a faculty member, ecology member –

academic master plan – part of the research plan is doing research on the river all ties into the dock. It would be a study site.

Water taxis discussed in the community. Howard Amon, Kennewick, Pasco, to the campus. Don't know if the communities are still pursuing it.

Shoreline reclamation project is in the process of returning shoreline to the city – has been prohibited up to this point of time by the Corps of Engineers. There is talk of having a museum / exhibit seeing underwater with the dock for viewing fish habitat. Big discussion on water rights, legislature, researcher here for water on the Columbia river. Water studies. This could be a center.

Sara Barron again asks for signage on the walls to lead visitors to the conference room. Randy and Andy are looking into that. No signage on the interior of ICB – just paper signs. It works, it just doesn't look very professional.

Andy had a contractor coming in to look at the sidewalks. They have found 92 spots that need grounded, fixed. Aftab wanted to add to the discussion on sidewalks. Speeding cars in the parking lots seem to be quite common; need a speed bump in the middle of the crosswalk area to prevent the students from being injured by speeding cars. The cars need to slow down; believe some are doing 30 mph through the parking lot. Can we contact police? With the parking committee we can make recommendations to have several speed bumps added to slow the traffic down. Elevate the crosswalk for the pedestrians to slow traffic. Also would like to add one behind the WSC leading up to the path crossing University Drive.

Scott reported that on the Everbridge notification system – students are dismally low (42%) on signing into myWSU to receive emergency notifications. If anyone here has contact with students, please ask them to sign into myWSU. It should prompt you to sign up for notifications before you do anything else.

The next safety committee meeting is scheduled for **Wednesday, January 18, 2017** from **10:00 – 11:00 a.m.** in East 212 conference room.