

Campus Safety, Health, and Security Committee Meeting Minutes

Date: June 20, 2024

Members Attending:	Scott Tomren	Kelly Gabel
	Phil Boal	Steve Bisch
	Pauline Escalera	Tracy Manella
	Niamh O’Leary	Vanessa Rodriguez
	Tanya Cheeke	Matt Larson
	Tim Larreau	Evelyn Martinez-Ostrom
	Aftab Ahamed	

Guests: None

1. Introduction/Purpose/Structure

Scott explained the purpose and need for an effective safety committee. The previous format with small, unit-based committees of units with similar hazards has not been effective, so Tri-Cities will revert to a campus-wide committee. Units who have internal safety committees are encouraged to continue meeting. Any issues related to safety, health, or security – within individual units or campus-wide – can be discussed in this committee.

2. Review of Accident/Investigation reports

No recent incidents from Tri-Cities were available. The committee reviewed two incidents from the broader WSU system – one pruning incident resulting in amputation of a fingertip, and one incident involving splashing of cleaning chemicals into an employee’s eye. Relating to these, the committee discussed the need to avoid having employees working alone, particularly when performing hazardous activities, and the need to ensure that proper PPE is provided and worn, and that damaged PPE is replaced.

3. Review of Inspection Reports

No recent area inspections were reviewed.

a. Unit Safety Plans

Scott indicated that each unit is still required to have a safety plan. The template for this is available at <https://tricity.wsu.edu/documents/2021/06/campus-safety-plan.pdf>.

Much of the plan is boilerplate, but the appendices include sections to identify unit safety committee representatives, schedule safety inspections, and identify function-specific safety programs that are applicable to the unit.

4. Issues/Questions/Concerns previously discussed/unresolved

No old business

5. New Issues/Questions/Concerns

Several items were discussed:

- Tracy asked about notification to campus/employees when contractors will be working in campus buildings. The East building restrooms were recently closed for a day of work, but no notification was provided. This may have been due to a lack of notice from contractor staff and project scheduling in Pullman.
- Vanessa, Kelly, and Matt each mentioned areas of sidewalks and/or stairs that are unlevel, creating tripping hazards. Specific areas mentioned include the CIC patio, the pathway immediately west of the East Auditorium, the sidewalk south of Floyd, and the stairs leading into the first floor Floyd from the south.
- Tanya asked if there are any plans for backup power in the East building. None are currently in the works, but the issue is known.
- Phil asked for more information about the HVAC shutdown planned this summer in the East building. Some committee members had not heard of this occurring. Scott indicated that his understanding is that it will be in early August, after summer classes end. Some people have been notified of it, and were told to anticipate working remotely or in another location during that period.
- Kelly indicated that one leaf of the double door at the East building entry (facing Floyd) does not latch properly. This creates a security concern when people are on campus after hours. This has been noted on multiple occasions, including as recently as the previous day, when an individual with approved access failed to pull the door shut and another person was able to access the building behind them.
- Tim raised a concern about access during the Floyd classroom remodel. A lot of equipment, furniture, and demolition debris is in the hallways, but there is nothing to prevent students or the general public from wandering into these areas.
- Tim requested information on the INEF building – floor plans, equipment locations, etc.
- Tim asked about ladder safety training requirements, and indicated that some IT staff have likely not had the training. Tanya requested that, if ladder training is scheduled, it be offered campus-wide.
- Tim asked about an event at the Nursing center on June 19, which was not scheduled in 25Live. No notification was provided, and doors were propped open.
- Aftab asked who is responsible for ensuring that Chemical Hygiene Plans in laboratories are updated annually, and how to ensure that they are completed. Scott answered that these are primarily the responsibility of the lab PI, with enforcement by the department director and EHS. The chemical inventory and SOPs are the portion of these most likely to change, and the inventories will drive the need for process changes in the CHP.
- Niamh noted that the new stairs in front of Floyd are bright, and in some light conditions it is difficult to distinguish one stair from the next. Others agreed and noted seeing people stumble, or tripping themselves. Nosings to increase visibility of the stair edge is suggested.
- Evelyn noted issues with exterior lighting on the pathway from SUB to CIC. Lights are dim, and frequently turn off in the evening hours.
- Evelyn asked about reviewing information regarding emergency response and evacuation in SUB and for student employees. Scott indicated this can be scheduled.
- Tanya asked about the possibility of electronic locks on the greenhouse, and padlocks for cabinets inside. Someone has cut a lock off of her equipment cabinet on multiple occasions. Scott will check with our vendor to see if there are options available that will work in the greenhouse environment.
- Scott raised a concern relating to student access. Traffic levels are very low on evenings (after 8) and on Saturdays, sometimes resulting in individual students being alone in a building that is fully open to the public. We are the only campus

that keeps all buildings open after business hours, and also have the lowest security presence. He suggests that we consolidate evening/weekend study access to one building – likely CIC. This could be done through closing all but one building (with SUB open until 8:00), or by closing all buildings outside of business hours and giving students card access to SUB and CIC in the evenings. Tanya asked if this included grad students, as some of hers require access outside of regular hours. These students already have building access and would not be impacted. Evelyn wants to ensure that students have access for student and for meetings in SUB, and preferred the card access option. The committee generally agreed that changes to increase student safety while maintaining a location for study should be considered.

Meeting ended at 10:55. Next meeting scheduled for July 18.