



UNIVERSITY HEALTH & SAFETY COUNCIL MINUTES

October 25, 2017

Approved November 29th, 2017

Present: Marianne Bell, Morgan Bliss, Stacey Ferris, James Hudson, Jeff Penick, Shane Scott, Ian Seiler, Katie Litzenberger (Guest), Lucas Winkelman (Guest), Mark Young (Guest)

Absent: Jason Berthon-Koch, Kevin DeWitt, Andres Moreno, Kerry Neubauer, Steve Sarchet

Quorum present. Meeting called to order by Morgan Bliss at 10:02 a.m.

1) Action Item

- a) Council ratified the September 27th meeting minutes. S. Ferris motioned with M. Bell seconding.

2) Discussion Items

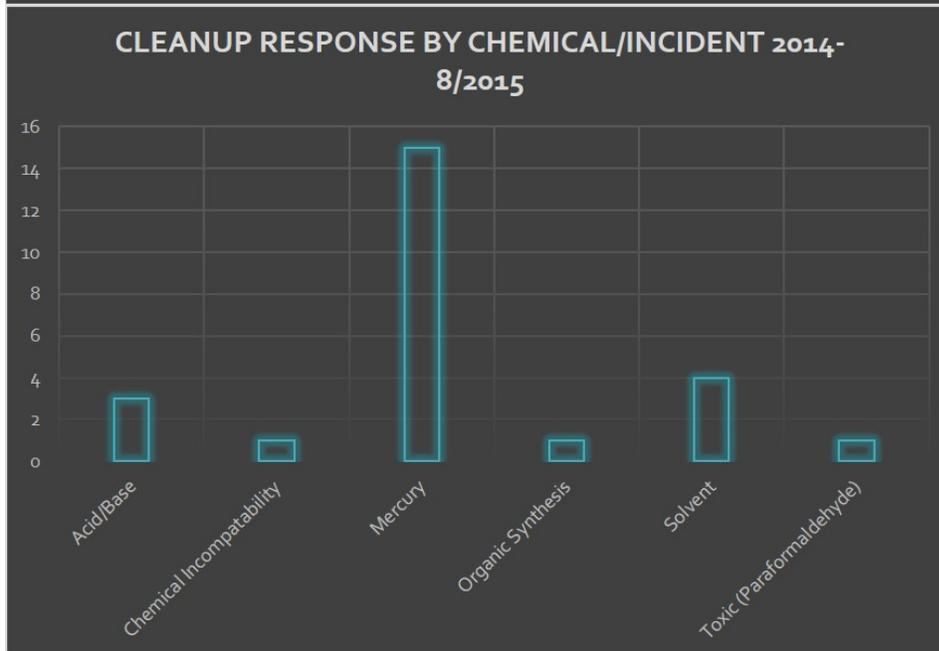
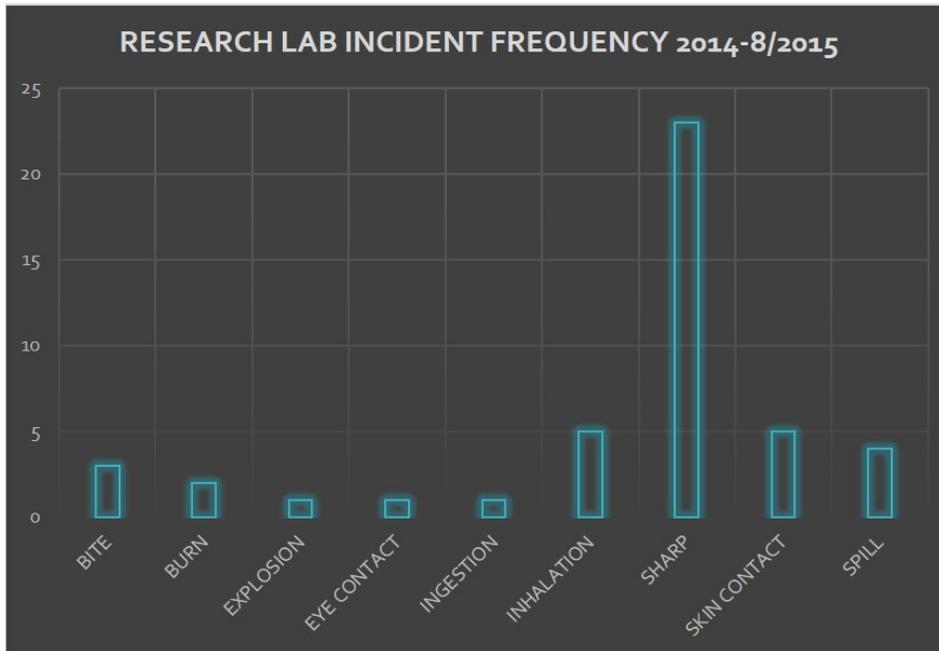
- a) EH&S has moved to the Black Hall 208 Faculty Suite located off the NE second floor landing (entrance across from the SURC loading dock).
- b) Introduction of the new EH&S safety professionals.
 - i) Katie Litzenberger comes to us from the Washington Department of Transportation with extensive safety experience. She is a former graduate of the Safety & Health Management curriculum here at CWU.
 - ii) Lucas Winkelman is a recent graduate of CWU's Safety & Health Management curriculum.
- c) I. Seiler and J. Hudson commented on the October 5th meeting of NW Laboratory Environmental Management Association. Discussion of the WSU Provost Letter. The letter can be found on the H&S Council website. The WSU document below can be found on the following link: <https://ehs.wsu.edu/labsafety/focusareas.html>.

2016 Commitment to Laboratory Safety and Five Focus Areas

WSU is committed to the safety of our researchers, instructors and students and to the continuity of research and education. In a memorandum released on January 19, 2016 the Co-Provosts, Vice President for Research and Vice President for Finance and Administration requested the support and commitment to laboratory safety of the Deans, Associate Deans and those responsible for laboratories within each college.

Additionally, two other statements released by The Office of the President on February 10, 2016 reaffirmed the President's and WSU's commitment to strengthening University safety.

The Office of Environmental Health and Safety (EH&S) and the Office of Research Assurances (ORA) reviewed laboratory incidents and cleanup responses in 2014 and 2015 (see graphs below). Five (5) safety focus areas (listed below) were identified that could contribute significantly to improving laboratory safety.



The Co-Provosts and Vice Presidents requested that the Deans and Associate Deans distribute the laboratory safety commitment to those responsible for laboratories within their collages and ask them to post it in a prominent location within their laboratories by March 11, 2016. Posting this document demonstrates the laboratory's commitment to successful implementation of the five focus areas by the year's end, December 31, 2016.

Five Laboratory Safety Focus Areas for 2016

1. Store chemical waste in appropriate, properly labeled containers.



Increasingly, chemical wastes that generate gasses have contributed to waste container explosions (e.g. Nital - Nitric Acid and Alcohol etchants). Please store wastes generating gasses in containers with vented lids. It may be necessary to leave the lid partially or fully removed until the material is no longer generating gas, with the container placed in secondary containment. EH&S will work with you to provide appropriate containers.

All waste containers must be labeled with the full, written chemical name (no abbreviations), the percent waste chemical composition(s) and primary hazard (e.g. corrosive or flammable), and have the words "Dangerous Waste". EH&S will provide free adhesive labels for your containers.

2. Evaluate procedures for handling glassware, needles, scalpels, microtomes, and other sharp objects.

Cuts or punctures from broken glassware, needles, scalpels, microtomes and other sharp objects are the most common research laboratory injury. Please identify potential sharps hazards and provide cut and puncture resistant gloves or contact EH&S or ORA to identify additional options to prevent injury from sharps and broken glass.

3. Replace mercury containing devices.

Mercury spills are the most frequent chemical release contaminating WSU research laboratories. Mercury spill cleanups interrupt research. Mercury spill cleanup and waste disposal is expensive. While some research may require the use of mercury, we encourage substituting other types of equipment and materials whenever possible. Please contact EH&S to exchange mercury thermometers for alcohol thermometers and to explore the replacement of mercury manometers.

4. Remove unnecessary equipment and containers from fume hoods to minimize negative impacts on air flow.

Storing unnecessary equipment and containers in fume hoods affects the air flow, potentially resulting in employee exposure to hazardous air contaminants. Please limit the equipment and chemicals in fume hoods to those necessary to support work. Remove and appropriately store equipment or chemicals not actively involved in work. Please do not store materials in fume hoods within six (6) inches of the sash opening. Please close the sash when not actively manipulating materials within the hood.



5. Maintain access to emergency equipment (e.g. eyewashes, emergency showers, fire sprinklers, fire extinguishers).

Please do not store materials where they prevent access or proper function of emergency equipment. Eighteen (18) inches clearance is required below fire sprinklers (minimum). Please contact EH&S for assistance evaluating the need for new/additional emergency wash facilities.

EH&S, ORA and Safety Committees

The Office of EH&S and ORA are available to provide training and technical assistance to departments, safety committees, instructors and principal investigators. Safety committees can assist by providing recommendations for improvement in the focus areas, and distributing information, as WSU policy and State rules require that each department's employees have access to a safety committee.

EH&S, ORA, and safety committee membership will evaluate improvement in the focus areas while performing regular work in research, teaching, and clinical laboratories.

- i) I. Seiler stated that the January 25th, 2017 titled "Chemistry Recommendations to Health & Safety Council" (see February 22nd 2017 meeting minute handout) was intended to have CWU Management promote and acknowledge safety as its number one priority.
 - (1) The final paragraph of the Chemistry Recommendation(s) letter stated that *"Implementing the above recommendations would go a long way in*



demonstrating Central Washington University's commitment to laboratory safety. An effective institutional safety program must be integrated into every aspect of the academic institution, from the university president down to newly hired staff and beginning students. Safety should not only be a list of rules to be abided by, but also a recognized moral obligation owed to Central Washington University's employees, students, and visitors. Learning from tragic incidents at other academic institutions should be enough incentive to create positive change on our own campus. For these reasons, the Central Washington University Department of Chemistry Safety Committee requests that the University Health and Safety Council evaluate these recommendations and forward final recommendations to the Vice President of Operations, the Provost, and the University President."

- d) Update on the University Safety Policy.
 - i) M. Bliss stated that the policy is in Human Resources awaiting comment. She will contact HR to remind them to comment and/or forward the document back to the H&S Council.
- e) Update and further comments on the Accident Prevention Plan.
 - i) With the recommendation of S. Scott, a subcommittee was formed of the following members: M. Bliss, I. Seiler, J. Penick, K. Litzenberger, and L. Winkelman will draft a Labor & Industries (L&I) compliant document. S. Scott and S. Ferris will review the draft APP for readability, content, and conformance to the outline provided by L&I.

3) FTGOTO (For The Good Of The Order)

- a) J. Hudson mentioned that the scheduled H&S Council meeting falls within the Thanksgiving recess. Discussion among members decided on the 29th for the November meeting.
- b) With the move of EH&S to Black Hall, it was discussed that a different venue for the 2018 year may be in order. J. Hudson will canvass the building locations about campus for a suitable conference room. Hogue Hall conference room 300 was put forth as a possible future location.
- c) J. Hudson will share the draft copy of the CWU Drone Policy with the affected departments. Meetings will be scheduled to discuss the contents of the policy. The draft policy left off with deciding which department would have the responsibility for approving petitions to fly unmanned aircraft systems (UAS).
- d) AED Policy Status. J. Hudson mentioned that the various departments that have AEDs (i.e., EH&S, SURC, and Athletics) will come together and finalize the contents of the draft document. Service maintenance contract is still pending due to the various AED manufacturers. Protocol governing after use still needs to be discussed and a form developed to handle such an event.
- e) SURC Active Shooter with Campus Police, Ellensburg PD, and Sheriffs. S. Ferris stated that the SURC is putting together a live active shooter scenario to be held at the SURC. Details will be forthcoming.



- f) Come January or February 2018, invite representative(s) from the various safety committees on campus to discuss issues germane to their departments (e.g., Biology, Chemistry, IACUC, ETSC, etc.).
- 4) Ian Seiler moved to adjourn the meeting with Stacey Ferris seconding the motion. Meeting adjourned 10:50 a.m.

Next H&S Council meeting scheduled for November 29th, 2017