



UNIVERSITY HEALTH & SAFETY COUNCIL MINUTES

November 29, 2017

Approved January 24th, 2018

Present: Morgan Bliss, Vince Foley, James Hudson, Katie Litzenberger, Jeff Penick, Ian Seiler, Lucas Winkelman (Guest), Mark Young (Guest)

Absent: Marianne Bell, Kevin DeWitt, Stacey Ferris, Jason Berthon-Koch, Andres Moreno, Kerry Neubauer, Steve Sarchet

Quorum Present. Meeting called to order by Morgan Bliss at 10:04 a.m.

1) Action Item

- a) Council ratified October 25th minutes. I. Seiler moved with J. Penick seconding.

2) Discussion Items

- a) Introduction of Vince Foley, director of Administrative Services. V. Foley is the alternate for Shane Scott. Katie Litzenberger appointed alternate for non-represented classified staff.
- b) J. Hudson to follow-up with S. Sarchet concerning University Safety Policy. Does HR have any issues with the new version of the policy? S. Sarchet has been out of the office for a couple of weeks. J. Hudson and/or S. Sarchet will report back to the Council.
- c) Accident Prevention Plan (APP) was reviewed and commented by I. Seiler. M. Bliss to review once finals have been finished. J. Penick to also review document.
 - i) Discussion moved to Leading and Lagging indicators of safety performance. A short guide is as follows:
 - Lagging indicators measure an institution's incidents in the form of past accident statistics. Examples include:
 - Injury frequency and severity
 - OSHA recordable injuries (Form 300 Log)
 - Lost workdays
 - Workers' Compensation costs
 - Leading indicators is a measure preceding or indicating a future event used to drive and measure activities carried out to prevent and control injury. Examples Include:
 - Self and formal audits
 - EH&S metrics
 - ii) EH&S has developed a 5-Year Strategic Plan which encompasses the following Actions:
 - Increase EH&S staffing
 - Establish a Culture of Safety
 - Maintain and expand the Chemical Inventory Management System (CHIMS)
 - Develop and Implement the use of Job Hazard Analysis (JHA)



- Focus on loss reduction and injury prevention
 - Increase EH&S Compliance / Inspections of CWU Operations, Laboratories, Research and Academic Programs
 - Increase and facilitate communication, training
 - Increase and facilitate communication, training and employee awareness that incorporates best practices
 - Increase CWU EH&S training and new employee awareness
 - Assure safety compliance among our partners in departments across campus
 - Assess, publicize, and recognize EH&S effectiveness
 - Implement high-risk safety programs
- iii) EH&S has also developed a Monthly Activity Summary to evaluate safety program effectiveness. The following focus areas are as follows:
- Surveillance
 - Occupation Exposure Monitoring & Assessment
 - Environmental Protection
 - Incident Response
 - Investigation (Injury/Exposure)
 - Inspections
 - Administrative Review & Consultation
 - Training
 - Meeting & Committee Attendance
 - Miscellaneous
- d) As noted above, V. Foley will be the alternate for S. Scott, M. Young will be the alternate for I. Seiler, K. Litzenberger will be the second designee for non-represented classified with S. Ferris. For M. Bliss, the alternates will be either S. Rajendran or M. Andler for the Safety & Health Management Program.
- e) Draft CWU Drone Policy was reviewed by Council. J. Hudson will initiate contact with individuals whose departments handle and fly drones to solicit comments and input. Discussions focused around the department most suited to be the contact for drone information and permits to fly (other than those departments that conduct business for the university) on university property. Campus Police was cited as a logical choice (e.g., issue parking permits, gun/rifle holding permits, etc.). Will notify Council of progress.
- 3) FTGOTO (For The Good Of The Order)**
- a) Residential Housing will be the focus of this years' fire inspection through the week of December 4th. A summary of findings will be presented to the council by a member of EH&S.
- i) Discussion turned to the areas that are inspected during the fire inspection. Common areas such as hallways, laundry facilities, recreation/study areas, and lobbies. Other areas are mechanical spaces, custodial closets, restrooms, and communication/IT spaces. Several members asked about student sleeping areas (private spaces). The



KVFR contract is very specific on what areas will be inspected. It is up to University Housing to inform, inspect, and enforce spaces that are considered “private.” Unless there is an emergency and/or immediate need (e.g., maintenance request like leaking pipes, cooling or heating issues, etc.) there is an expectation of privacy. Special lead time notification must be given prior to entry.

- b) J. Hudson reported on the Adult Attractive Nuisance that is at the NW corner of the Science II building. Nighttime is especially worrisome with the walkway split. With winter on its way, it becomes doubly hazardous with potential snow and/or ice conditions. Suggestions were advanced to reduce the liability or risk of mishap such as bollards, bench, or signage.
 - c) For the 2018 calendar year, a new meeting venue for the H&S Council meeting will be held in the Hogue 300 Conference Room. Enter through the west entrance (across from Michealsen) and take the elevator to the third floor. Exit, turn right and right again down the hallway. The conference room will be midway down the hallway on the right-side.
 - d) Due to the lack of membership during the Holiday break, it was unanimously decided to cancel the December 27th meeting.
 - e) The Council membership expressed the desire to have the Council statues changed to a Committee to reflect the Washington Administrative Code which states:
 - i) The existence of all [committees/councils] is subject to periodic review and their continued function is dependent upon their displayed ability to meet the defined need” (WAC 296-800-130).
 - ii) University definition of a committee “an appointed group of identified faculty, staff, students and/or local constituents that is officially delegated to consider, recommend and report on matters regarding a specific function for the university.
 - f) M. Bliss suggested that this is an excellent opportunity to start fresh. There is a need for a concerted effort to ensure that all Council members attend on a regular basis. If members are unable to attend, make sure that an alternate is notified to attend in the recognized member’s place. An alternate is someone who can speak for those they represent and/or have the authority to address issues related to the departments they represent (e.g., ex-officio members) as outlined in an email dated 10/30/2017. The content can be viewed on the next page (Page 4).
- 4) J. Penick moved to adjourn the meeting with J. Hudson seconding the motion. Meeting adjourned 10:50 a.m.

Next H&S Council meeting scheduled for January 25th, 2018 in Hogue 300 Conference Room



Hello Health & Safety Council Members,

While EH&S is responsible for developing and recommending relevant health and safety policies, institutional policy approval rests with other University authorities (e.g., President, Provost, Faculty Senate, University Cabinet, Vice Presidents of Divisions, University Health and Safety Council, etc.) depending on the content of the proposed policies.

Following are the current understandings governing the Health & Safety Council:

U-Wide Health and Safety Council

The University-Wide (U-Wide) Health and Safety Council is comprised of member representation from unions, the Faculty Senate, the Associated Students of CWU, and any other organizations that would contribute to discussions of health and safety at CWU. Elected and *ex-officio* members have the responsibility to make every effort to attend meetings. The U-Wide reports to and advises the EH&S Manager.

Safety Committee Representation

Each Safety Committee will select one representative to attend the University-Wide Health and Safety Committee (U-Wide) at arranged meeting dates. That member selected must be an elected member to their respective Safety Committee.

CWU has several standing or recognized Safety Committees on campus. The known safety committees are:

- Institution Animal Care and Use Committee (IACUC)
- Biology Safety Committee
- Chemistry Safety Committee
- ETSC Safety Committee

As for the elected and *ex-officio* members, the following applies:

1. Union Representations

A maximum of two representatives from each union (PSE & WFSE) may sit on the U-Wide. These representatives must be serving on an organizational H&SC, as well.

2. Non-Represented Classified and Exempt

One non-represented classified staff and one exempt representative shall be appointed to the H&SC.

3. Faculty Senate Representatives

The Faculty Senate may choose two people to represent that body as a voting member on the U-Wide. The U-Wide considers these representatives as “elected.”

4. Associated Students of Central Washington University Representative

The President of the Associated Students of Central Washington University (ASCWU) may arrange for one person to represent that body as a voting member of the U-Wide. This representative is considered to be “elected.”



5. *Ex-Officio* Representatives

Ex-officio members on organizational committees represent departments or organizations that can contribute to health and safety discussions due to their knowledge or position at the University. At CWU, these members are voting members and **do** affect quorum or balance.

- Environmental Health & Safety (EH&S)
- Facilities Management
- Police & Parking
- Human Resources

Ex-officio members represent employer management and as such, speak for their area of responsibility. As noted, each of the above have health and safety responsibilities for the University.

Concern

For a number of months now, several members have missed the H&SC meetings. Members have an obligation to appoint an alternate who can speak for those they represent and/or have the authority to address issues related to the departments they represent (e.g., *ex-officio* members).

Also, there have been two meetings this year that the H&S Council has not had a quorum present. A quorum must be present in order to vote on and pass any agenda items. Ensuring attendance by either a sitting member or an alternate is paramount.

Please contact me (jhudson@cwu.edu) if you cannot attend or you plan to send an alternate. For the scheduled November 29th H&SC meeting, have ready the name, e-mail address, and if appropriate, the entity (department) they will be representing.

Thank you for your understanding.

Regards,

Jim



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