



## UNIVERSITY HEALTH & SAFETY COUNCIL MINUTES

August 23, 2017

Approved September 27, 2017

**Present:** Marianne Bell; Morgan Bliss, Kevin Dewitt, James Hudson, Kerry Neubauer, Ian Seiler; Toni Burvee (guest); Mike Panisko (guest)

**Absent:** Stacey Ferris, Jason Berthon-Koch; Andres Moreno, Jeff Penick; Steve Sarchet, Shane Scott

Quorum not present. Meeting called to order by Morgan Bliss at 10:02 a.m.

### 1) Action Item

- a) Council postponed ratifying July 26<sup>th</sup> meeting minutes until the September 27<sup>th</sup> H&S Council meeting.
- b) Introduction of guest to the council meeting, Ms. Toni Burvee, Director of Business Services. Business Service units include risk management, public records, records management, and centralized management of insurance programs.

### 2) Discussion Items

- a) Further Discussion of the University Safety Policy
  - i) The Health and Safety Policy (CWUP 2-40-140) revision is slated for presentation to the Faculty Senate membership at its next scheduled meeting. As noted in earlier minutes, the policy was put together by CWU Human Resources and did not accurately reflect the responsibilities of each mentioned party. T. Burvee commented that the H&S Policy must be left for the Cabinet to give the document teeth.
- b) Further discussion of the Accident Prevention Plan
  - i) As stated in the July H&S Council meeting, K. DeWitt sent draft copies of the APP to all of the college deans, department chairs, and business unit vice presidents/directors to review. Due date is September 1<sup>st</sup> for comments. Several members of the Council expressed interest in getting copies of the draft APP for review and distribution to their department. Digital copy was sent to each member on Monday, August 21<sup>st</sup>.
  - ii) M. Bliss, on behalf of the Safety & Health Management program, volunteered to review the current draft copy of the APP. M. Bliss' comments will be shared with the Council at the September H&S Council meeting.
  - iii) As stated before, K. DeWitt stated that the various departments incorporate standard operating procedures (SOPs) for each of the topics found within the APP. The plan is a generalized and broad brush approach to bring the University into compliance. It will be the responsibility of the supervisors (or designated person) to have their employees read and sign-off that they had reviewed the contents of the Plan.



- iv) M. Panisko identified Western Washington University (WWU) as an example of an Accident Prevention Plan. WWU's Accident Prevention Plan is on the link below. [http://www.wwu.edu/ehs/general\\_safety/prevention.shtml](http://www.wwu.edu/ehs/general_safety/prevention.shtml).
  - v) WWU's has digitized all of their plans, programs, and procedures in a document known as Western's Safety Information Book. The paragraph on the Safety Information Book is as follows:
    - (1) The University's Accident Prevention Program is contained in Western's Safety Information Book. Accident prevention information is found in [Section 4](#), plus other relevant sections of the book, including [Section 2](#), departmental emergency procedures, and [Section 3](#), Policy and Responsibilities. The chemical hygiene or hazard communication sections describe how to use chemicals safely and are applicable to those who use chemicals. The information on personal protective equipment in [Section 5](#) includes conducting a hazard analysis and details what personal protective equipment to wear for particular tasks.
  - vi) I. Seiler stated that the APP "must be tailored to the needs of the workplace or operation and for the hazards found within (WAC 296-800-14005) and the Plan must be effective" (WAC 296-800-14025). A document was prepared by J. Hudson outlining the various Washington Administrative Codes (WAC) that govern establishing and implementing an APP (see handout distributed at the meeting). The link to those references can be found here: <http://www.lni.wa.gov/safety/topics/atoz/APP/Default.asp>.
  - vii) Several individuals expressed comments and concerns about the draft copy of the APP. M. Bliss mentioned to the Council that this draft is too broad and it must be shared with the Faculty Senate for comment and endorsement. T. Burvee agreed that a document must be in place to guide departments on safety procedures. She felt that leaving departments to develop their own safety policy/procedures would be counterproductive. But she did state that she has reservations concerning this document because the various topics might place the University at risk (increased liability). If it's in writing then one must comply. T. Burvee felt that the draft copy is overarching in scope and content. She felt that many of the topic sections would be very difficult or would be unfeasible to implement. I. Seiler, on the behalf of the Chemistry Department Safety Committee, stated that the Plan is too lengthy and the majority of the sections have no relevance to the department. M. Panisko stated that not implementing would put the University at risk.
- 3) FTGOTO (For The Good Of The Order)**
- a) J. Hudson stated that the Council still did not have either a second WFSE representative (preferably out of Dining Services) nor an ASCWU-SG representative.
- 4) M. Bliss moved to adjourn the meeting. I. Seiler seconded the motion. Meeting adjourned 11:02 a.m.**

Next H&S Council meeting scheduled for September 27<sup>th</sup>, 2017