

## UNIVERSITY HEALTH & SAFETY COUNCIL

January 22, 2020 at 4:00 p.m. Hogue 300N

### Meeting Minutes

**In Attendance:** Toni Burvee (BFA), Jennifer Serne (Faculty Senate), Vince Foley (FMD), Kevin DeWitt (EHS), Wendi Hembree (OPS), Otto Bach (Classified, non-rep), Ian Seiler (Classified, PSE), Stephen Sarchet (HR), Jeff Penick (Faculty Senate), Mark Young (College Safety), Rachel Davey (grad staff), Jerry Dougherty (College Safety), Andreas Bohman (OPS)

#### I. Action Items

- a. Membership: Appointing vacancies for some positions will be done by Andreas Bohman. Will reach out to WFSE for a representative to be appointed and reach out to student rep to attend.

#### II. Discussion/Presentation Items

- a. *Safety Survey and Culture (all)*

We met w/faculty senate and they talked with President Gaudino but no significant concerns of safety were noted by the President. VP Bohman commented that there are manageable risks that are handled through policies and procedures. Jennifer is looking for support to increase UPAC approved policies and procedures regarding safety matters. Cabinet members are supportive of safety procedures.

The safety survey link was sent out from the President. The common theme from previous surveys was administration doesn't support a safety culture, but we're not sure of this definition. CWU has a higher than average experience factor and employees therefore pay higher worker's compensation premiums. We want to work to build the foundation of a safety culture from the top-down. We will do this by stabilizing council attendance to meet quorum, communicate council objectives, and continue to support EH&S in working with departments to develop procedures within their respective departments. We will also regularly invite guests, such as Deans, chairs, and department heads, to build collaborative partnerships between the council and employees to enhance a safety culture. The council also recommends the development of a generic procedure for department safety committee meetings.

- b. *Workplace Accidents (Andreas)*

We want to continue working on an established process for evaluating workplace accidents and discuss improvements in response to those evaluations. EH&S is the owner for university accident reporting. The HSC agrees to have a standing agenda item to regularly review workplace accidents.

Safety committees within each department are responsible to provide an overview of the Accident Prevention Plan (APP) provided on EH&S website and ensure new employees know how to prevent and manage accidents. EH&S is working to get the APP into new employee orientation requirement. HSC can help identify required training by the state. Trainings should be according to department hazards that employees are exposed to and monitored by



supervisors. HSC will also work to communicate the need to conduct regular department safety trainings/meetings. HSC is developing a policy/procedure for this. EH&S has requested Cabinet to work with HR in having all employees read and understand the recommended trainings to alleviate liability to the university.

*Follow-up Items*

- HSC will review EHS accident report monthly.
- Jennifer will send a reminder to attend meetings. Non-attenders can be vacated and another person appointed in their place after some number of meetings are not attended.
- Ian will generate a general recommended training matrix with associated WAC for all employees and share with council.

c. *Policies and Procedures Working Group/Sub-Council*

The HSC will designate people to become a sub-committee to review policies and procedures.

d. *CWUP 2-40-140 Status*

The council requested to review the policy revision version that is under Cabinet review.

e. *Policies/Procedures for Review*

The council will look at developing safety procedures to become an RCW or WAC and send to the Attorney General.

**III. Policies and Procedures – All**

The council asked to review, make comments, and edits, and then send to VP of the following draft procedures. Keep track changes on when making edits (file in HSC Teams).

- a. New CWUR 7-20-030 Ergonomics – This should be reviewed by EHS, HR, and a few others.
- b. New CWUR 7-20-010 General Safety Procedures
- c. New CWUR 7-20-020 Laboratory Safety Procedures
- d. New CWUR 7-20- 040 Hazardous Waste Procedures

Next Meeting 02/19/20 at 3:00 p.m.

Meeting adjourned at 5:00 p.m.