

UNIVERSITY HEALTH & SAFETY COUNCIL
March 18th, 2020 at 3:00 p.m., Virtual location
Meeting Minutes

In Attendance: Jennifer Serne (Faculty Senate), Katie Litzenberger (EHS), Ian Seiler (Classified PSE), Mark Young (College Safety), Otto Bach (Classified Non-Rep), Jerry Dougherty (College Safety), Jason Berthon-Koch (Emergency Management), Andreas Bohman (Operations), Patrick Coffey (Exempt), Wendi Hembree (Operations), Stephen Sarchet (HR), Morgan Bliss (guest)

I. Action Items

- a. Approval of minutes from February 19th, 2020.

Jason Berthon-Koch motioned to approve minutes. Ian Seiler seconded. None opposed and motion approved.

- b. Review campus incidents (Katie)

We are working through a Labor & Industries (L&I) investigation we received yesterday about a complaint of water shut off in Bouillon. I am working with L&I and HR to send files and a plan to the L&I representative. We are working on improving the accident reporting program. Supervisors can login to complete accident reports. A recent injury to a student's finger is now closed and complete.

II. Discussion/Presentation Items

- a. COVID-19 discussion

A big thanks and shout-out to EH&S, Emergency Management and HR for the flexibility and response to this emergency situation.

HR is keeping updates on their webpage for employees and supervisors. Everyone is asked to work from home. The situation is quickly evolving and decisions from the state make it difficult to plan for. Cepeda is keeping the emergency management COVID webpage updated.

Students with food and employment insecurities are noted and there are conversations happening to address these insecurities.

We are re-defining lab class precautions that are meeting in person and all labs will be delayed for 3-weeks. We are defining protocol for student behavior. Lab classes are driven by the needs of seniors who are graduating in June. We are working on traffic pattern precautions during lab transitions to ensure social distance protocols.

Now that people are working from home, it's important to define what are work-related injuries. HR is working on communications for telework environment to minimize injury and ergonomic needs. Looking for virtual ergonomic assessment to share with employees and at the least ergo guides that people can self-assess.

HR has a webpage, <https://www.cwu.edu/hr/telework-guidelines>, for employees to complete telework agreements and includes listing what equipment is being taken home. Information about home safety hazards, especially electrical safety can be included (overloading circuits). Information Services also built a webpage, <http://www.cwu.edu/its/remote-work-toolbox>, for employees working at home. Telework.gov is another good resource.

Action: Council members will share ergo links and other info with Steve Sarchet in HR.

Action: Start a document to list what each member has for skillsets and their availability. Specialized skills and certifications, especially in safety, should be listed so Incident Command can call individuals from the list.

Extended stay in place orders affect the risks associated with chemical storage. If power is lost, there is a danger to some chemicals in refrigeration (Ian). There is a danger if buildings get too hot and some solvents experience evaporation. Jerry in CAH has no concerns. There are some older items that can be cleared out in case of shutdown. EHS assures that primary hazard waste will be taken care of as regularly planned/scheduled. Many faculty members are using building closure as an opportunity to do research. EHS will email the Department of Ecology asking if the requirements for managing waste will be altered due to COVID.

Our capacity of fuel for heating is full. We have about 12-1/2 days of emergency generator power for a full load, and it could last longer when buildings are offline.

Action: Katie will reach out to departments and ask all satellite waste areas be moved to primary waste and out of labs so it's not sitting there for weeks.

The increase in homeless wondering the area and onto Central's campus is a concern. The security of buildings is a concern for being open when most people are not inside. The registrar controls open hours of academic buildings. They will be open during finals week and then closed for spring break.

III. Policies and Procedures

- a. Continue reviewing policies and procedures for Cabinet submittal located in Teams.

Next remote meeting is 04/15/20 at 3:00 pm.

Meeting adjourned at 3:46 p.m.