

## HEALTH & SAFETY COUNCIL

January 25, 2021, 2:00 PM

### Virtual Meeting

**In Attendance:** Jennifer Serne (Faculty Senate), Katie Litzenberger (Environmental Health & Safety), Mark Young (College Safety), Otto Bach (Classified Non-Rep), Jerald Dougherty (College Safety), Wendi Hembree (Operations), Kathy Johnson (Human Resources), Robert Cepeda (Emergency Management), Jeffrey Penick (Faculty Senate), and Jason Berthon-Koch (Emergency Management), Kara Gabriel (College Safety), Joann Hundtoft (Human Resources), and Makenna Thuringer (Student Rep)

Called to order at 2:01 PM.

#### I. Action Items

*a. Approve minutes from November 18th, 2020*

Jeff Penick made the motion to approve the minutes. Mark Young seconded the motion. Minutes approved.

*b. Review of Campus Incidents*

No updates from previous incidents and we will review new incident reports in February. Still working with IT/Web developers to resolve webform issues that are not functioning correctly. Supervisors are having issues accessing the form to complete the required supervisor section of the report.

#### II. Discussion/Presentation Items

*a. Council Charter*

Some council approved language was updated in the charter to reflect the membership structure. Review the updates and send any comments/questions to Jennifer.

*b. Council Membership*

New college safety representative, Dr. Kara Gabriel, joins us from the College of the Sciences.

Mark Young is the new PSE Classified representative that was vacant when Ian Seiler left.

Two WFSE vacancy representatives still exist. Mark is in touch with a WFSE rep, Skip Jensen, to identify a WFSE rep to serve on the council. JoAnn will also discuss this during labor relations meetings to promote a rep to serve.

Jerald proposes adding a new member seat from ADCO (Academic Department Chairs Organization) so they can weigh in on important safety awareness discussions and issues that impact faculty and students.

Reminder that if any member cannot attend meetings regularly to find another person to attend in their place. The council can also recruit a new member replacement if the previous one is not attending meetings.

*c. COVID Policies and Procedures Working Group*

When new external state and federal (DOE, L&I, OSHA, etc) regulations arise that affect employees, Katie will utilize the safety council to review them and develop protocols for the university to implement those new guidelines, policies, or regulations.

Questions about secondary exposure continue to be asked. Jerald is not getting response from Student Success when asking questions about specific situations that arise during course/cluster teaching environment. All questions about secondary exposure can be deferred to Dr. Holsey. Employees can also view the FAQ list at [cwu.edu/cwu-together](http://cwu.edu/cwu-together) or the SharePoint site [Together](#) that has comprehensive plans posted for employee use.

d. *COVID general discussion*

Last year, Ian and Jeff worked on a document that captured all safety meetings being conducted, which area they are in, and who to contact. Jeff proposes that he put together a single spreadsheet to showcase what efforts are being done to conduct safety meetings and where the gaps are, and that this document is to be circulated annually among departments for them to update and confirm the data. He will put together a rough draft to share at the next council meeting. Jennifer's students have drafted a manual on how to conduct a safety meeting that can be circulated with the annual Department Safety Meeting data. The Council will discuss how to best circulate and socialize the review and promotion of departments conducting safety meetings and training.

Jason will be requesting funding for two safety positions during the budget allocation request process this spring. He has partnered with Dean Englund to utilize available funds from a vacant position that can be re-allocated to a new function that more broadly serves the university, rather than just Chemistry Department. The goal for these positions is that routine safety checks can be conducted regularly and more proactive safety preventive tasks can be done to prevent accidents, injuries, and other risks and liabilities the university currently encounters. The council will draft a letter of support and endorsement when the positions are identified. These positions will also support, and possibly manage, the chemical purchasing and inventory management process currently being implemented because there has been a lack of control previously.

- **ACTION:** JoAnn will share Ian Seiler's position description so that work that was done by this position and extra tasks he did can be built into the new safety position descriptions being requested and in the council's letter of support.
- **ACTION:** Jennifer will begin compiling letter of endorsement for safety positions for council to approve.

### III. FTGO

- **ACTION:** Katie is uploading a draft policy/procedure for the new CIMS (Chemical Inventory Management System) for council to review and make edits.
- **ACTION:** Review charter language updates by next month.

Concluded at 2:50 PM.

Next virtual meeting February 22<sup>nd</sup>.