

HEALTH & SAFETY COUNCIL
February 22, 2021 | 2:00 PM | Virtual

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), JoAnn Hundtoft (Human Resources), Jason Berthon-Koch (Emergency Management), Kara Gabriel (College Safety), James Jankowski (Project Management), Patrick Coffey (Exempt Rep), Vince Foley (Facilities Management), Shane Scott (Facilities Management), and Richard Duffett (VP Operations)

Called to order at 2:01 PM.

I. Action Items

a. Approve minutes from January 25, 2021

Jason Berthon-Koch made the motion to approve the minutes. Mark Young seconded the motion. Minutes approved.

b. Review of Campus Incidents

As of January 1, we have one recordable incident on campus. An employee was chipping branches, stepped off the curb and onto a rock and twisted their ankle while holding a load of branches. There are 26 total recorded injuries for last calendar year.

c. COVID-19 Policies/Procedures

Katie working on fall opening while cleaning up the draft policies/procedures to bring to the next council meeting for review.

II. Discussion/Presentation Items

a. Administrative Updates

i. March Meeting Change

The regularly scheduled meeting is moved to the morning during 5th Monday in March to avoid a meeting during spring break.

ii. Council Charter & Membership Updates

Some updates to the charter were made over the winter break for all to review. The changes include wording to reflect what the council does and membership representation to include all the colleges. We also want to add ADCO (Academic Department Chairs Organization) and possibly UFC (United Faculty of Central) representation. The changes will be voted on during the next meeting. Joanne spoke with WFSE and Shane spoke with FMD leadership to do outreach and find a WFSE rep to serve on the council. They are hopeful to have someone by next month.

iii. Safety Training Manuals

Safety training guides / procedures are near final and ready to communicate out to university personnel and departments. We want to discuss how to roll it out and align it with the existing Emergency Plan to give departments a guide in conducting safety meetings.

iv. Letter of Support for EHS Hiring

There are efforts to refill the vacant EH&S positions that have not been re-hired in over a year due to COVID hiring freeze. We are formulating a letter of support and incorporating comments from council members and including costs of previous incidents that could have been prevented if the positions were filled. The letter will be sent out within the next few weeks.

b. COVID-19 Presentation (James Jankowski)

Spring/Summer – Activities for students are being planned during spring break to encourage no traveling. Remote work and teaching modality continues to be the same during spring and summer quarter. Summer activities include orientation, early campus returns for athletes and RAs, and all camps and conferences are canceled.

Fall Plans – Division Plans for fall opening are under development. Plans include details for hiring support staff and operational changes and will be signed-off by the VP in April. Questions are being collected, weekly communications are held with planning leads, and updates are sent out to students and staff.

Key Fall Planning **Assumptions** – Students are coming back to campus with full housing occupancy and density, “normal” campus life, some group activities, and in-person teaching modalities. Lind Hall remains offline because of air circulation. There will be no physical distance requirements, facial coverings will continue, and vaccinations will be available. Return to work includes the existing telework policy for employees to work with their supervisor for flex schedule needs. The current hiring freeze continues unless there is presidential approval. Kittitas County Schools plan for normal K-5 operations and a hybrid grades 6-12 environment due to spacing.

Communication – The SharePoint site will be updated and replaced with a new fall URL. The planning leads, appointing authorities, and VPs continue regular communication with the Project Management Office and each is being asked to share information down and across to employees. All employees are asked to communicate up and ask supervisor(s) about any concerns or questions, and contact HR if their supervisor is not addressing their concerns.

c. Safety Survey

The annual safety survey is out again from the state. Please encourage others to complete this valuable survey.

III. Policies and Procedures

a. CIMS (Chemical Inventory Management System) Procedure

Council members are asked to look through the procedure so any changes can be finalized and the procedure can move forward to UPAC approval.



Concluded at 2:54 PM.

Next virtual meeting Monday, March 29th, 10:00 AM