

H&S Council Minutes – June 28, 2021

Present: Jennifer Serne, Andreas Bohman, Mark Young, JoAnn Hundtoft, Kara Gabriel, Vince Foley, Shane Scott, Katie Litzenberger, Dion Rivera, Cepeda Cepeda, Jerry Dougherty, Jason Berthon-Koch, Morgan Bliss

2:01pm called to order by Jenn

Approval of past meeting minutes by group (Mark 1st, Shane 2nd)

Past Month Incident Review

- Katie: 4 incidents in June, 2 recordable, pending more info
 - Employee leaning over tailgate, strained muscle in chest
 - Employee strained back taking boxes upstairs with [material handling equipment]
 - Employee performing inspection, stepped in hole and twisted ankle
 - Employee lifting a bin of climbing holds (100 lb box), strained back
- Uptick of people reporting incidents and near misses, more data is helpful
- JoAnn Hundtoft: One of the employees in this list has had 5-6 incidents this year, performance coaching needed?
- Discussion about impact of cognitive load and external stress on employee incidents

COVID-19 Update

- New group formulated to address fall opening
- Do not currently have a COVID-19 policy
- H&S Council has offered to review policy or reopening plans
- Dion: Articulated the importance of framework about when a COVID-19 exposure incident occurs, notification for faculty/staff, concerns associated with Delta variant (unvaccinated people and breakthrough cases), absences, etc.
- Andreas: Cabinet is meeting tomorrow to ensure the reopening plan adheres with local, state, and federal guidance – everything up to date is on CWU Together (<https://www.cwu.edu/cwu-together/>) website
- Sharepoint: <https://cwuwildcat.sharepoint.com/sites/commons/cwutogether>

Policies & Procedures

- Chemical Inventory Management System Policy and Procedure are official, procedure has been approved by UPAC

July and August Council Meetings

- Both meetings are scheduled when Jenn is traveling for summer research
- Jason: Plan to have meeting in August 2021 at least, to update Council about fall reopening
- Jenn: Will try to reschedule (move August back or move September's up)

- Consider for next year, should it be in-person, hybrid, or remote meeting?

Annual Report

- Jenn: Due in a couple of days, explaining the tasks completed by Council last year

EHS Expenditures Tracking

- Jerry: Trying to use one of the goods and services account codes to earmark safety and health equipment spending; Stuart and Andreas need to revisit this topic and Andreas will email an update

Safety Report Action Items

- From the annual safety culture survey (2017-2021), Jenn identified some trends and made some basic recommendations based on the trends
- Safety Culture
 - Lack of funding, support, and personnel for safety is mentioned every year in survey
 - Rec: EHS needs to be staffed and supported to carry out routine duties required by safety and environmental regulations + make incremental improvements
 - Rec: Support funds must be available for required safety equipment, recertifications, equipment inspections
- Most common concerns
 - Exposure to COVID
 - Not addressed in this meeting/review
 - Slips, trips, falls – down in 2021, but mentioned often
 - Issues with weather, sidewalks not salted, snow removal inadequate, stairs, parking lots not cleared, janitors, not given additional time
 - Rec: Walking and working surfaces training, winter weather process improvement (sidewalks, transparency about policies, and training about winter footwear)
 - Sedentary work and Ergonomics– remained steady at about 50%
 - Ergonomic training (lifting and computer workstations), ergonomic assessments (self and professional), ergonomic equipment (budget and process for procurement), sedentary work (stretch and flex breaks)
 - Indoor air quality & Mold
 - Problematic areas identified, IAQ assessments should be performed and documented, and changes to HVAC or other systems that are identified should be addressed
 - Rec: More transparency in this process and findings
 - Training
 - People do not feel that their training is adequate or related to their job tasks, not being provided time during work hours to complete the training, concerns with onboarding of supervisors and instructors

- Rec: Need to develop training matrix by job function, make training more accessible and easier to find, new employee/onboarding, supervisor training, recurrent training (notifications and tracking), importance of training made clear, and time/effort must be supported
 - Hazard Recognition, Inspections, and Reporting of Hazards
 - Does not seem to be a reporting culture issue – people are not afraid to speak up and report hazards – but the perception/issue is that hazards are not investigated, action is not taken, concerns are not corrected, and inspections are not performed (breakdown in communication)
 - Rec: Inspections and audits, reporting culture improvement, improvements to reporting system (awareness of system, training how to use, comfort with using system, access to system, and follow up on reported hazards – receipt, response, timeline, policy)
 - Students? How are they involved, how/can they report issues and incidents – unclear given existing framework
- Discussion from Group re: Findings
 - Shane: Custodial snow cleanup is prioritized when inclement weather occurs
 - Shane: Air quality tab on CWU Together SharePoint showing the air exchange rates in rooms/buildings tested
 - JoAnn: Creating training matrices (in progress) by job, training ELM is being updated in September for supervisors to identify upcoming/overdue training
 - Jerry: Air quality issues relating to studios and office spaces in older buildings have been reported prior to COVID
 - Vince: Support from leadership for safety and health seems to have improved since COVID, but there needs to be more support for the EHS staff so they don't seem like "safety cops" and punitive, based on the previous management style
 - Andreas: Health & Safety Council seems to be making incremental change in improving safety culture, plan to forward presentation to Cabinet with annual report to show successes
 - Katie: Openings for an IH 2 and a Safety Officer should be going out next week
- Comment on chat from Cepeda: Safety training inclusion request from COTS based on current EOP – "We recommend a university-wide 1-2 hour safety training be developed that covers that all employees are required to take within the first week of employment. The accountability would be handled in the same way as FERPA, emergency preparedness, and treating others with dignity and respect are currently handled."
 - Not discussed or addressed in meeting

Meeting ended at 3:01pm by Jenn