



## UNIVERSITY HEALTH & SAFETY COUNCIL MINUTES

July 26, 2017

Approved September 27, 2017

**Present:** Morgan Bliss, Kevin Dewitt, Stacey Ferris, James Hudson, Jason Berthon-Koch, Andres Moreno, Kerry Neubauer, Ian Seiler

**Absent:** Marianne Bell, Jeff Penick, Steve Sarchet, Shane Scott

Quorum present. Meeting called to order by Morgan Bliss at 10:05 am.

### 1) Action Item

- a) Approval of the May 24<sup>th</sup>, 2017 minutes. S. Ferris motioned to accept, I. Seiler seconded.

### 2) Discussion Items

- a) Discussion of University Safety Policy
  - i) M. Bliss stated that the paragraphs in red/underlined are the changes made to the document.
  - ii) Several members participated in the discussion and put forward comments, additions, and clarifications to the document.
  - iii) M. Bliss will update the document with the changes discussed and present a revised document for discussion for next meeting.
  - iv) The finished draft document would have to be presented to Faculty Senate for discussion and ratification (dual governance).
- b) Presentation of April – July, 2017 Loss Trends
  - i) J. Hudson presented the causes and departments that reported injuries.
    - Material Handling, STF (Slips, Trips, & Falls), and Cuts/Punctures were the top three reported injuries for the stated period.
    - FMD and Dining Services accounted for roughly 2/3 of the reported injuries for the stated period.
    - 27% of the reported injuries were those of student employees. 2/3 of the reported injuries from Dining Services were those of student employees.
- c) 4-Year Public Universities EH&S Directors' Meeting (June 29<sup>th</sup>, 2017) Summary
  - i) J. Hudson highlighted the meeting for the council members. EH&S Directors from UW, WSU, WWU, CWU, and The Evergreen College participated in the various presentations important and common to the institutions.
- d) Accident Prevention Plan Update
  - i) K. DeWitt stated that he had sent the draft copy to the various college deans and chairs for comment.
    - The document covers general and basic safety requirements. The document highlights the various required plans that the university is mandated to have.



- Departments will be responsible for developing standard operating procedures (SOPs) that satisfy the requirements of this plan.
  - ii) Several council members expressed interest in reviewing the document.
  - iii) As stated above for the University Safety Policy, the draft University Accident Prevention Plan (APP) would have to be presented to the faculty senate for discussion and comment (shared governance).
- 3) FTGOTO**
- a) Campus Training – “How to Assess Your Workstation for Proper Ergonomic Setup”
    - i) J. Hudson briefly mentioned to the council members that EH&S would be performing two training sessions for the campus on Thursday, August 10<sup>th</sup>. Attendee participation is limited to 20 per session. Sign-up is on the Central Learning Academy (CLA) website.
- 4) M. Bliss moved to adjourn the meeting. I. Seiler seconded the motion. Meeting adjourned 10:57 a.m.**

Next H&S Council meeting scheduled for August 23<sup>th</sup>, 2017