

UNIVERSITY HEALTH and SAFETY COUNCIL MINUTES

September 18th, 2019, 3:00 p.m. Hogue 300N

Attendance: Jennifer Serne (chair/faculty), Ian Seiler (Classified, PSE), Otto Bach (Classified, non-rep), Ashley Kippert (ASCWU), Jeff Penick (faculty), Stephen Sarchet (HR), Kevin DeWitt (EHS), Jeremiah Eilers (FMD), Mark Young, Patrick Coffey, and Wendi Hembree (admin).

Meeting called to order at 3:05 p.m. by Jennifer Serne.

Action Items

- I. Otto Bach motioned to approve the May 2019 minutes and Jeff Penick seconded the motion. No objections.
- II. A motion was made by Ian Seiler to task students with creating a training program as part of class curriculum for credit. Otto seconded the motion, and none were opposed.

Discussion/Presentation Items

- I. **Membership and structure:**
 - a. Council membership is still under refinement. Ian worked to solicit membership from missing representation. Appointment for membership will be reviewed annually and elections for membership will be publicized.
 - b. There was discussion about how to organize the structure of HSC as a resource to department safety functions and how to incentivize safety meetings. EH&S will explore the opportunity to develop training guide for conducting safety meetings. This can potentially be a project to gather data on. A motion was passed for a new project to commence (see action item II above).
- II. **Safety meetings:** Academic departments were approached to collect data on which areas are conducting safety meetings. This information will be added to the spreadsheet. We want to periodically invite the to HSC meetings as a guest to learn how they can collaborate and enhance their department safety meetings.
- III. **Records:** The minutes and agenda created from the council is subject to state retention rules and must be kept for 6 years. A SharePoint site will be started and housed in Operations division as a document repository.
- IV. **New ANSI standard:** A new standard for aerial lifts was released from ANSI (American National Standards Institute). The new definition and training standard must be implemented by December 2019. EHS will distribute via email.
- V. **Open Public Meetings Act:** The WA attorney general's office states that members of public committees and councils are to complete training for public meetings. Members of this council agree to complete the training on their own and send the completion date and/or certificate to the chair.
- VI. **VOIP:** Joe Deck, CIO, will be invited to our next meeting to discuss emergency procedures for VOIP phones and where analog phones are located on campus.
- VII. **Emergency lighting:** The fire marshal inspects annually our exit lighting. Jeremiah shared if they do no pass, then a work order is generated for electricians. New systems have alarms when batteries are low. The fire marshal wants to see more preventive inspections. Facilities maintenance backlog supersedes the desire for preventive inspections.



For the Good of the Order

- I. The next council meeting is October 16th, 2019 at 3:00 p.m.

Meeting adjourned at 3:55 p.m.