

UNIVERSITY HEALTH and SAFETY COUNCIL MINUTES

July 17th, 2019, 3:00 PM, Hogue 300

Meeting called to order 3:02 p.m. by Wendi Hembree.

Members present: Ian Seiler (CSO), Otto Bach (Unrep), Wendi Hembree (Ops), Kevin Dewitt (EH&S), Vince Foley (FMD), Jasmin Washington (ASCWU), Mark Young (PSE)

1. Action Items

- a. No action items were put forth due to lack of quorum.

2. Discussion/Presentation Items

a. Microsoft Teams site

Wendi demonstrated the functionality and ways to use the new Microsoft HSC Teams site. This collaborative space will be to work on living documents in a shared space (like SharePoint) rather than emailing many different versions. Policies and procedures under review will be added to the site for council members to edit.

b. Policies and Procedures

There are several policies and procedures currently ready for HSC to review and approve. As they are received from other groups, such as facilities, Wendi will add them to the Teams site. When the council approves them, they will next go to Cabinet for review / edits / approval prior to going to UPAC.

c. Drone policy

EH&S has an old draft version of a drone policy that can be shared. It was not decided whether to pursue the development of one or not.

d. Smoke policy/procedure

Facilities will take lead in developing a smoke policy and procedure that dictates when air is at unsafe levels and masks are to be worn by employees.

e. Council membership

The membership is still under development. Ian volunteered to go through the list of positions and determine whether they are employee or employer selected. Then the positions can be filled and members elected or voted in before the new academic year. Wendi will ask Faculty Senate, the Deans, and WFSE to reelect their representatives. Ian will reach out to PSE and Exempt Employee Council to elect theirs. Jasmin will have ASCWU elect their representative.

f. HSC Annual Report

There is a draft annual report ready for council members to add summaries of topics and agenda items that were covered during AY18-19. The report will go to the VP of Operations and posted online.

3. Update on CWUP 2-40-140
This policy, Health & Safety for University Community is currently under Cabinet review. After the revisions are approved, it will go to UPAC in October.
4. Campus Safety Metrics update (EH&S)
Steve Sarchet is aware of the metrics. Kevin requested a meeting with FMD and dining to discuss them. They will put together a new policy that requires each new employee to participate in safety orientation within a time limit. Currently, supervisors are not held accountable and investigations of safety infractions are performed by supervisors.
5. For the Good of the Order
 - a. There are still questions about the governing structure of the council. We continue to take inventory of all safety meetings being conducted on campus to find opportunities to collaborate and unify safety matters. The council serves as the overarching guidance to all safety meetings in which employees can bring safety concerns to the attention of the council and in turn, the council will send concerns to Cabinet by means of the VP of Operations.
 - b. Next meeting August 21st, 2019 at 3:00 p.m. in Hogue.
6. Meeting adjourned at 3:55 p.m.