

## Health and Safety Council (HSC)

November 20, 2019, 3:00 p.m., Hogue 300N

**Attendance:** Shane Scott (FMD), Kevin Dewitt (EHS), Stephen Sarchet (HR), Otto Bach (Classified, non-rep), Ian Seiler (Classified PSE), Jeff Penick (Faculty), Mark Young (guest), Ashley Kippert (student rep)

### I. Action Items

- a. Approval of minutes from September 18, 2019 and October 17, 2019 - Otto motion to accept. None opposed.
- b. Meeting for December is canceled.

### II. Discussion/Presentation Items

- a. *Council Membership:* Membership updates/questions/issues/appointment dates are still being reviewed. We plan to have annual appointments and current members can have sequential re-appointments. We are looking to fill vacancies.
- b. *Safety Meetings*
  - i. Ian presented findings for department safety meeting data and if departments have representation with HSC. The presentation chart is broken down by major units and further by departments within the units. Jeff Penick reached out to the Deans and there is disconnect between the contact person and the dean on which safety meetings are being conducted.
  - ii. Students are working on what a safety committee meeting is comprised of and how it can be conducted. This will be shared as a training document for departments to develop safety meetings. This is a student project run through a safety management class for credit. The final document will be vetted through Environmental Health & Safety and the HSC as well as other stakeholders.
  - iii. We will continue to work with colleges at the dean level to encourage safety meetings. The primary message is that meetings are important and don't have to be time-consuming or elaborate to establish a culture of safety within departments. The message will also include the support from administration for an improved safety culture. More communications can continue to be broadcast regarding available CLA online training programs. The new training document for safety meetings will also be communicated when it's complete.
  - iv. There is no required safety training for new employees. We want to employ EH&S to identify safety gaps within positions. Gaps identified also prompt position descriptions to be aligned with job safety requirements.
  - v. Jennifer will present to Faculty Senate about safety culture and meet with the Provost.
- c. *Policies/Procedures for review:* HSC members can review edits and make any changes to policies and procedures under development, CWUR 7-20-010, 7-20-020, 7-20-030 and 7-20-040. After HSC reviews the changes, they are ready for Cabinet review. When making edits to the procedures, keep track changes on. The files are in Teams Policy folder.