

## UNIVERSITY HEALTH & SAFETY COUNCIL

February 19, 2020 at 4:00 p.m. Hogue 300N

### Meeting Minutes

**Attendance:** Jennifer Serne (Faculty Senate), Andreas Bohman (VP), Jeff Penick (Faculty Senate), Ian Seiler (Civil Service, PSE), Katherine Litzenberger (EHS), Vince Foley (FM), Stephen Sarchet (HR), Wendi Hembree (OPS), Otto Bach (Civil Service, Non-Rep), Jerald Dougherty (College Safety Committee), Mark Young (College Safety Committee), Robert Cepeda (Emergency Management)

Called to order at 3:03 p.m.

#### I. Action Items

- a. Approval of minutes from June 19<sup>th</sup>, July 17<sup>th</sup>, August 21<sup>st</sup>, November 20<sup>th</sup>, 2019 and January 22<sup>nd</sup>, 2020.

**Motion:** Ian made one change to January 22<sup>nd</sup> minutes. Jeff Penick motioned to approve all minutes presented and include the change requested by Ian. Otto Bach seconded the motion. None opposed and motion approved.

#### II. Discussion/Presentation Items

##### a. Environmental Health & Safety Changes

Kevin Dewitt is no longer with CWU and EH&S manager duties have been assumed by Catherine Litzenberger as interim. HSC will be involved in the search process for a new manager. The position description will be shared with the council. A list of safety concerns summarized by Jennifer was shared with the council that details matters in which EH&S is not well supported or funded to address safety issues on campus.

Although the council is concerned about the current reporting structure of EH&S, VP Bohman assured they are aligned with university safety and emergency management and they report to the Director of University Police and Public Safety. The council will help support EH&S in remarketing the department as a campus resource and safety partner. The marketing can include sharing how EH&S measures and tracks goals.

Current vacant positions within EHS are being filled, such as the industrial hygienist. The council agreed to gather data in preparation for 2021 budget summit allocation requests of additional funding for another position.

**Action:** Add a new standing agenda item to gather data and prepare narrative for 2021 budget summit request to fund an additional EHS position.

- b. **Safety Survey** – The safety survey closes on February 21<sup>st</sup> and we continue to encourage staff/faculty to complete the survey. Toni Burvee (Business Services) receives the results and she will be invited to report them to the council.



**c. Inactive Members Policy for Charter**

A handout suggesting a member absence policy was shared with council members. The handout states absent members who don't communicate their absence nor send a delegate have their membership terminated and replaced with another participating member. Alternates can be appointed as the primary member if a replacement is necessary. Appointment letters will direct members to the charter posted online which will include member responsibilities and attendance policy.

**Motion:** Ian motioned to add the stated absence policy language into the existing charter. Steve Sarchet second. None opposed, motion approved.

**Action:** The chair will contact absent members again and if no response, then reach out to their supervisor/appointing authority (e.g. VP, faculty senate, WFSE, ...) to ensure no other factors are limiting their attendance before terminating their membership.

**d. VOIP Phones List**

Jennifer has the phone list saved in Teams. Ian volunteered to clean up the data so that the list can be used to generate emergency signs. These signs can be placed in buildings that have analog phone locations. It can also be distributed to building monitors, and maybe incorporated into electronic wayfinding. The council will work with Facilities Management to execute.

**e. Chemical Inventory Management System Update**

The contract has been executed and a vendor selected. LabCup, the vendor, was selected as being inexpensive along with beneficial features, training, and tech support, and it is a cloud-based software. With EH&S personnel changes, there is not currently a primary individual who will be managing the program. When an industrial hygienist is hired, that person will be the one to manage the system. Ian has volunteered to help with the onboarding process to lend expertise conditional with a temporary appointment of additional duties per PSE bargaining.

**f. Council Membership**

We continue to solidify our current membership list and appointment dates. Andreas will reach out to Operations HR partner to ask WFSE to appoint a member representative.

**III. Policies and Procedures**

- a. Council members are asked to review edits and make any changes to new procedures. Then they will be ready for Cabinet review and approval to move forward to UPAC. Keep track changes on when editing the policy (files are in HSC Teams policy folder).

More extensive procedures can be developed for use by departments as safety guidelines at the university. The council agreed the Accident Prevention Plan could potentially be added as part of the university health and safety policy 2-40-140.

**Action:** Form a subcommittee for each policy/procedure to be reviewed by volunteers who have the expertise in that procedure. The following procedures are pending review by HSC:

- New – CWUR 7-20-30 Ergonomics – This procedure was written to reflect the current

structure of CWU. EHS is not able to perform these functions. The website addresses how to self-perform. HR provides disability accommodations. Employees can request from their supervisor an accommodation without having to go through HR. The policy does not stipulate they must be purchased as they are an expense to the dept. Language is to reflect what general recommendations exist instead of rules. Council will review and finalize this procedure.

- New – CWUR 7-20-10 General Safety Procedures
- New – CWU 7-20-20 Laboratory Safety Procedures – continue to review by the different colleges.
- New – CWUR 7-20- 40 Hazardous Waste Procedures

**IV. For the Good of the Order** – Jennifer will not be here next month and a proxy will be sent to chair the council.

Meeting adjourned at 4:00 p.m. Next meeting is March 18<sup>th</sup>, 2020 at 3:00 pm.