



**UNIVERSITY HEALTH & SAFETY COUNCIL**

**April 15<sup>th</sup>, 2020 at 3:00 p.m. (Virtual)**

**Meeting Minutes**

**In Attendance:** Jennifer Serne (Faculty Senate), Katie Litzenberger (EHS), Otto Bach (Classified Non-Rep), Ian Seiler (Classified PSE), Mark Young (College Safety), Jason Berthon-Koch (Emergency Management), Robert Cepeda (Emergency Management), Jerald Dougherty (College Safety), Andreas Bohman (Operations), Jeffrey Penick (Faculty Senate), Patrick Coffey (Exempt), Vince Foley (Facilities Management), Wendi Hembree (Operations).

Called to order at 3:01 p.m.

**I. Action Items**

- a. Approval of minutes from March 18<sup>th</sup>, 2020.

No changes to minutes. Motion to approve by Jennifer Serne. Mark Young seconded the motion and none opposed. Motion approved.

- b. Review of Campus Incidents – A list of incidents was sent out by EHS. Last year’s foundry incident was recently reported and included in the current list of incidents. We now have 8 recorded, and this time last year there were 15. Increasing training of potential avoidable hazards (e.g. cutting during food, hot liquid in coffee shop, facilities and dining mishaps, ketchup in eye) can decrease the current list of incidents. We want to look into enrolling baristas in a hearing conservation, and do sound testing for steam process and blenders which might peak decibel level. There are some falls on the incident list.

**II. Discussion/Presentation Items**

- a. **COVID-19** – Most employees are practicing physical distance. We are concerned about contractors and other student/employee groups not practicing the 6-foot rule. Students are still doing activities in groups. Communications went out today from CWU Alert. We continue to utilize social media and other avenues of communication to encourage positive behavior and practice social distancing. At times, we call the 24-hour phone line x3000 to communicate the need for employees to practice physical distance. Public Affairs posts Central Today notices and posters as well as CWU official social media posts.

There is a [COVID educational video](#), 16-minutes long, on CLA. Maybe post in Central Today and ask HR to include in their Tuesday Talk webinars. We want to encourage students and employees to practice physical distance and take it seriously. Training is added to the EHS website. Dr. Shawnté Elbert will bring it up during the next Tuesday Talks.

Regarding employee work-from-home safety, we’ll keep adding to the COVID website home-safety procedures.

The University is expecting some kick-start funding for potential projects that are “shovel-ready” to get economy rolling again. Andreas asked the council to be an active partner during these projects. Examples include improve transportation safety by



adding signalization at north campus in high-pedestrian areas, doing daylighting on Wilson Creek, and another initiative to demolish older unsafe buildings such as the data center, Teriyaki shop, and Int'l Center, which include some abatement.

Bollards are being installed for pedestrian-only zones and include locking down Walnut and Chestnut malls in the inner campus. This pedestrian-only zone is meant to prevent vehicle traffic, and not skateboards or bicycle transportation.

- b. **L&I update** – Labor and Industries is enforcing the workplace policy DD170 [“General Coronavirus Prevention Under Stay Home - Stay Healthy Order”](#). There will be four elements of prevention—ensure handwashing, employees stay home when they are not well, overt action, and promote awareness of L&I information. Some necessary campus functions still require employees to be physically on campus. Colleges should be communicating to departments the reasons and time for entering buildings.
- c. **CIMS update** – The SSO is setup for the new chemical tracking software, which was a big hurdle. We are working to identify people to train on the software use. Also under development is a webpage to train multiple people during roll-out. The goal is to get multiple people across multiple departments trained to act as administrators in order to train others in chemical management. The progress made is exciting for this new highly-functional tool to be implemented.
- d. **EHS manager update** – Since the university has a hiring freeze, requests to hire essential personnel positions can be made. Jason has sent a request already to rehire an EHS Manager and working on metrics for what is an essential position.

**Action:** Jennifer will send communications to Andreas Bohman with metrics and guidance to request the re-hiring of the EHS manager position as essential personnel.

### III. Policies and Procedures

- a. **Update** – UPAC was held today and passed updated policies and procedures. For current policies/procedures the council is reviewing and revising, send the final draft to Vice President of Operations offices so it can be reviewed with the President and Cabinet before going to UPAC.
- b. **Revisions** – Continue to review edits and make any changes to new procedures not yet passed by UPAC. These are ready for Cabinet review after HSC reviews. Keep *track changes* on when editing the policy (the file is in HSC Teams policy folder).
  - New – CWUR 7-20-30 Ergonomics
  - New – CWUR 7-20-10 General Safety Procedures
  - New – CWUR 7-20-20 Laboratory Safety Procedures
  - New – CWUR 7-20- 40 Hazardous Waste Procedures

### IV. For the Good of the Order

Jerry is talking with L&I regarding combining chapter 296-880 and have all fall protection

standards consolidated and clarified. They are probably adopting the changes this week or next. We will want to look at the university's fall protection plan to meet the new standards.

Re-use of N95 masks is a potential possibility according to the following pre-print article. <https://www.nih.gov/news-events/news-releases/nih-study-validates-decontamination-methods-re-use-n95-respirators>. If we issue N95 masks to all, we would be compliant for face masks, but these are to use voluntarily by all. CDC recommendations are still a recommendation and are not a rule.

EPA not letting up on hazardous material waste removal/clean-up. Clean Harbors was in last week during normal routine.

Meeting adjourned at 3:56 p.m.

Next virtual meeting May 20<sup>th</sup>, 2020 at 3:00 p.m.