

Environmental Health & Safety Committee – Meeting Minutes

3/22/2017 at 1:30-3:30 PM in SBS 345

Attendees: Richard Alvarez, John Smith, Steven Mottaz, Kimberly Comet, Traci Ferdolage, Stacie Marshall, Steve McKenzie, Karin Rodamar, Ron Rudebock, Jerry Saner, Ruth Sturtevant, Chris Guillen, Paul Vrabel, Sabrina Zink, Jason Kitzerow, Steve Karp

Not present: Steve Monk, Michael Camann, Steve Tillinghast

1.0 Agenda

1.1 Welcome/Roll Call

- The Committee agreed the invitation of the group should be an open forum for HSU students, faculty, staff and auxiliaries. It is recommended to inform the Chair or the EH&S department of guest invites prior to the meeting.
- Jerry Saner is the Labor Relations Representative for CSUEU and he may attend the meetings as a member of the public.

1.2 Review of Previous Meeting Minutes

- No comments.

1.3 Review of Committee Charter

- Richard Alvarez asked for clarity on the reviewing of work-related injuries or other incidents in regards to personal information. Kim Comet (Chair) explained any personal information would be redacted and the intent of reviewing incidents is to determine the cause and prevent incidents in the future.
- Stacie Marshall requested understanding of the authority of the Committee. Kim C. explained the Committee would raise health and safety recommendations to the VP of Admin Affairs to the Cabinet if the concern cannot be corrected or assessed at the Committee level.
- Jerry S. raised the question of Unit 8 (sworn officers) not be represented at the Committee. Traci F. suggested it could be beneficial because UPD is impacted by University activities. Kim C. will follow up on invitation of Unit 8 representation.

1.4 Review of Injury and Illness Prevention Program (IIPP)

- Kim C. explained the overview of the HSU IIPP and the responsibility of Departments to establish their own Departmental IIPP.
- Risk Management & Safety Services (RM&SS) will provide templates, forms, consultation and overall guidance to departments through the Department Safety Liaison (delegated by the Department Head).
- Ruth Sturtevant noted the Equipment Operation Manual section was left incomplete in the IIPP. The correction will be made.

- Steven Mottaz requested training for the Department Safety Liaisons. Kim C and Sabrina Zink explained the training and assistance will be provided by RM&SS. The example of the Theatre Department was used due to the volume of hazardous activities in that area (costume shop, working at heights, hazardous chemicals, and other hazardous activities).
- Chris Guillen noted the Fire Marshal portion of the Unscheduled Inspections section was left incomplete. The Facilities department will provide insight on the subject and the corrections will be inserted into the IIPP.
- Kim C. stated that RM&SS, Workers' Compensation and the Student Health Center will be working this summer to develop a process for the Health Center to provide medical treatment for work-related injuries during their business hours. Kim C. stated that there will be an option to seek treatment at Mad River Hospital or the Health Center.
- Kim C. discussed the potential development of a First Aid Program for work-related injuries.
- Ruth S. requested the review frequency of the IIPP, RM&SS stated it's a living document, but it is recommended to be reviewed annually at minimum.
- Traci F. noted that terminology and language in the Departmental IIPPs should be uniform to minimize confusion between departments. The templates and direction from RM&SS will be uniform for departments.
- Traci F. also noted that certain programs or procedures (confined space, lock-out tag-out, work at heights, and shop safety) should be recognized or developed at a University level for all departments and employees, as opposed to departments developing their own which may conflict with others. This was agreed it certain programs and procedures will be provided through the RM&SS department for all departments.
- Karin Rodamer questioned if the group was working with the Emergency Response group. Kim C. stated we are and that Emergency Management is within RM&SS.
- Jerry S. and Steven Mottaz questioned whether these health and safety procedures are "policies" and need to be vetted by the Union. It was agreed upon by the Committee that these documents are for the health and safety of employees and students, which would not need to be vetted prior to implementation of programs and procedures.

1.5 Discussion of Communication with Other Departmental Safety Committees

- There are departmental safety committees already established and those committees may submit matters outside their scope or authority to the campus-wide EHS Committee.

1.6 Items from Committee Members

- Steven Mottaz identified that service vehicles have been noted to be parked in "No Parking" zones for an extended period of time throughout the day. This item will be referred to the Parking & Transportation Committee for discussion.
- Steven Mottaz also requested if Facilities has personnel patrol the campus for tree limbs and other debris after high winds and storms. Traci F. explained that Facilities does routine walk-downs for downed limbs and debris after storms. Traci also noted that if any employees identify locations of concern they should call Work Control at 826-4475 to inform Facilities.
- Richard Alvarez questioned about who to contact of the identification of a hazard. Sabrina Zink noted that there is a "Safety Suggestion/Recommendation" form on the EH&S website and depending on the matter Facilities Management or Housing may need to be notified.
- Jerry S. raised the discussion about the Campus Safety Walk After Dark. Kim C. stated she will research and report back with information in regards to the Safety Walk.

1.7 Dates of Meetings for 2017/2018

All meetings will be at 1:30-3:30 PM

- August 30, 2017
- November 8, 2017
- February 7, 2018
- May 2, 2018

1.8 Items for Next Meeting

- AEDs
 - Draft procedures and direction.
- Fire Safety Program (extinguishers and hoses)
 - Establish campus-wide inspection procedures to remove duplication of work.
 - Establish process for notification when fire extinguishers are discharged.
- Panic Buttons
 - Discuss the need for a panic button at different locations or facilities.
 - Inventory panic buttons (or similar equipment) currently used at HSU.
 - Develop standard protocol for designation of panic button at locations or occupations at HSU.