TO: University Safety Committee  
FROM: Chad Johnson, Environmental Health & Safety Manager  
DATE: December 4, 2008  
SUBJECT: Committee Meeting Minutes

The University Safety Committee met December 3, 2008 in Rozell Conference Room @ 2:00 p.m.

Members Present: KC Traver, LaVona Reeves, Jim Butler, John Shively, Patricia Kelley, Chad Johnson, Jolynn Rogers, Jim Allers, Don Richter

Members Absent: Jeff Corkill, LeeAnn Case, Craig Walker

Other Staff/Guests: John Henry, Construction and Planning  
Katelin Tonner, Environmental Health & Safety

Call to Order:

I. KC Traver opened the meeting at 2:02 p.m. with introductions.
   The minutes of October 1, 2008 were reviewed and approved by the members present.

II. The next order of business was a review and discussion of the following mandatory agenda items:
   - Review of Safety and Health Inspection Reports:
     - A list of incidents were provided by Chad Johnson.
   - Evaluation of Accident Investigations conducted since the last meeting
     - Discussion surrounded around the specifics of various incidents such as the location, time and cause. One specific incident which resulted in the loss of a finger using a table saw was the biggest concern for most members of the committee. The three main concerns expressed by various members were the following: appropriate understanding of building acronyms for emergency responders; after hour/unsupervised use of laboratories by students; the existence of policies pertaining to this issue. Don Richter feels that these issues are not specific to one building or department, they are campus wide and should be addressed in an effort to prevent further incidents. Patricia Kelley has volunteered to discuss the concerns surrounding unsupervised student access into buildings and laboratories with Dr. Mason, Academic Affairs, in her next meeting.

The Committee would like to seek funds for buying new equipment with safety features such as those which Jim Allers states can be found in Building Maintenance. Therefore, Jolynn Rogers motioned to recommend the EH&S department create a work request using Maximus for the
replacement of the saws in CEB. LeVona Reeves seconded that motion. In addition to the work request, the EH&S department will create an inventory of these type of power tools for the committee to review by the request of KC Traver.

- Another incident regarding a disabled student left during a fire alarm may need a preventative maintenance work order to ensure that alarms for rescue assistance do not fail in the future, suggested by John Shively.

- **Review of the Workplace Accident and Illness Prevention Program**
  - Members like the new format for the Incident File Worksheet.
  - KC Traver suggests that the maps which are being put up in classrooms should also include laboratories that present potentially serious hazards.

### III. Under *Old Business*
- John Henry provided an update on the automated external defibrillators (AED) program for EWU as requested last meeting. The recall that was made at the WSU Riverpoint campus does not apply to our units. In the locations where these units are installed, personnel are trained and if the batteries die, an alarm is set off and the work order desk is notified.
- Building Safety Managers Program - Chad Johnson submitted the implementation plan to the committee for review and discussion. Jim Butler commended Chad Johnson for his work on this program. Jolynn Rogers emphasizes that recruitment efforts must be timed appropriately and EH&S should aim to implement the program in Fall 2009. The Committee as a whole agreed that implementation should be methodical to ensure volunteer efforts are successful. KC Traver felt that between the proposal and memorandum, the planning process is thorough enough to bring to the President. Therefore, LaVona Reeves motioned to move the memorandum and implementation plan to the President for approval to begin in Fall 2009. Jim Allers seconded that motion.

### IV. Under *New Business*
- The committee members present agreed that a meeting per quarter is satisfactory. Therefore, on the first Wednesday of the last month of the quarter at 2:00pm, the University Safety Committee will meet in the Rozell Conference Room. The meetings are as follows:
  - March 4, 2009 - 2:00 p.m.
  - June 3, 2009 – 2:00 p.m.
  - October 7, 2009 – 2:00 p.m.
  - January 6, 2010 – 2:00 p.m.

The next University Safety meeting will be March 4, 2009 in the Rozell Conference Room at 2:00 p.m.

MEETING ADJOURNED at 3:24 pm.

cc: Office of the President
    Vice President, Business & Finance
    Associate Vice President, Facilities & Planning