TO: University Safety Committee

FROM: Chad Johnson, Interim Director, Environmental Health & Safety

DATE: July 24, 2007

SUBJECT: Committee Meeting Minutes

The University Safety Committee Met on July 18, 2007 in Showalter 201

Members Present: LeeAnn Case, KC Traver, Patricia Kelley, Ted Otto, Sean Taudin Chabot, Bob Shwartz, John Shively, Jim Allers, Jim Butler, David Sundstrom, Chad Johnson

Members Absent: LaVona Reeves, Jolynn Rogers

Agendas were given out to all individuals by the Chair, KC Traver.

The first order of business consisted of a discussion as to how the committee would conduct business and render decisions, recommendations, etc. It was decided that the Chair would ascertain, then declare consensus. If it was not clear that a consensus existed, each member of the committee would be polled as to their support or opposition regarding any proposed actions.

The next discussion, led by the Chair, was a review of the mandatory agenda requirements that must be addressed at each meeting of the committee, as specified in WAC 296-800-13020. All future agendas will specifically identify the three topics:

- Review of Safety and Health Inspection Reports
- Evaluation of Accident Investigations conducted since the last meeting
- Review of the Workplace Accident and Illness Prevention Program

A comprehensive review of statistics on injuries and accidents for the last five years was presented by Chad Johnson. Much discussion accompanied the presentation regarding potential trends, areas of concern, etc.

Manhole cover and access opening issues were raised by John Shively and Bob Schwartz. Discussion on this issue will continue in the August meeting. Jim Allers volunteered to provide the committee with a summary review of regulatory requirements in regards to manholes and access openings. Two prior cases of manhole accidents will be reviewed at the next meeting.

A list of suggested dormitory room electrical appliance restrictions was briefly discussed. Committee members will be provided copies for review, in addition to the Cheney Fire Department and the University Director of Housing Services. Feedback and resulting comments will be discussed in the August meeting (Note: an email was sent after the meeting with the recommendations for dorm room appliances).
KC suggested there is a need for a Committee vice-chair. Action on this requirement was deferred until the August meeting.

OLD BUSINESS
The minutes of the last meeting were covered.

The next University Safety meeting will be August 15, 2007 Showalter 201 at 1400.

MEETING ADJOURNED

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