TO: University Safety Committee
FROM: KC Traver, Chair
DATE: October 2, 2008
SUBJECT: Committee Meeting Minutes

The University Safety Committee met October 1, 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, Craig Walker

Members Absent: Jim Allers, Jeff Corkill, Don Richter, LeeAnn Case

Other Staff/Guests: Katelin Tonner, Environmental Health & Safety

Call to Order:

I. KC Traver opened the meeting at 2:05 p.m. with introductions.
   The minutes of July 16, 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 was provided by Chad Johnson
   - Evaluation of Accident Investigations conducted since the last meeting
     • Discussion centered on the specifics of each incident such as the location, time and cause. As incidents were reviewed by members, questions about incidents were addressed and evaluated for potential action. No action necessary from the committee regarding any incidents at this time.
   - Review of the Workplace Accident and Illness Prevention Program
     • Members of the committee were pleased with the new format in which the reports were presented. The new format allowed for better review of causes and trends. LaVona Reeves would like to see the dates which are covered in the report at the top of the document underneath the heading. Jolynn Rogers would like to see an additional column which summarizes the EHS investigative action for each response (i.e. work order submitted,
interview, or education) when applicable. LaVona Reeves also suggested the date of the investigative response be included as well.

- The previously requested year-to-year response is of no immediate need, but the committee would like to see data for analysis in the future.

III. Under Old Business
- The memorandum entitled, “Considerations for Building Safety Managers Program” was finalized by the committee. Jolynn Rogers and Chad Johnson will draft an implementation program to be reviewed at the next meeting in December. Members of the committee feel that proof of interest from constituents should be presented to the president when asking for approval to move forward with the program. KC Traver and Chad Johnson will make efforts to meet with Dr. Arévalo after the next committee meeting.
- Radon monitoring will continue through the winter.

IV. Under New Business
- KC Traver wants to set the 2009 University Safety Committee schedule at the next meeting. The committee is to determine how often they will meet. Efforts to accommodate all members will be made, but not at the expense of the integrity and mission of the committee.
- Chad Johnson discussed various safety concerns at the Riverpoint campus regarding non-university affiliated persons due to its location in downtown Spokane.
- The automated external defibrillators (AED) at Riverpoint were recalled. Chad Johnson will speak with John Henry regarding the defibrillators on our main campus. Members would like to have John Henry provide an update on the AED program at the next meeting.
- 1. Craig Walker has been appointed as the Bargaining Unit #1 representative on the committee.
- 2. LaVona Reeves is the newly elected Vice Chair

The next University Safety meeting will be December 3, 2008 in the Rozell Conference Room at 2:00 p.m.

MEETING ADJOURNED at 3:10 pm.

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