TO: University Safety Committee
FROM: Chad Johnson, Environmental Health and Safety Manager
DATE: January 7, 2010
SUBJECT: Committee Meeting Minutes – 1/6/10

The University Health and Safety Committee met January 6, 2010 in Rozell Conference Room at 2:00 p.m.

Members Present: LeeAnn Case, Jared Couch, Jesse Dasovich, David Early, Kenneth Hatzinikolis, John Henry, Chad Johnson, Don Richter, Jolynn Rogers, LaVona Reeves, Elena Toneva, KC Traver, Craig Walker

Members Absent: Bob Bossard, Jeff Corkill, Kathy White

Other Staff/Guests: Kris Byrum, Legislative Affairs, ASEWU
Gary Gasseling, University Police
Jennifer Miller, Environmental Health and Safety
Tim Walters, University Police
Bill Turlington, Information Technology

I. Call to Order:

KC Traver opened the meeting at 2:05 p.m. with introductions. The minutes of October 7, 2009 were reviewed and approved by the members present.

II. New Business Item (out of order due to member time constraints)

In response to discussion at the last meeting regarding smoking on campus, KC Traver presented a Smoking Shelter Plan to the committee: Shelters and Locations, A Phased Approach. Currently there is no policy and administration hasn't been briefed yet. The plan consisted of locations and cost of proposed shelters. Four sample shelters with various closure types and amenities were presented, with cost ranging from $3,500 to $6,500. Total estimate per shelter including installation, labor, materials and delivery is ≈ $10,000. Proposed location are broken into six zones: 1 – academic campus, 2 – housing, 3 – athletic complex, 4 – resident halls and industrial area, 5 and 6 – off campus. Phase One consists of four shelters that would be located at Patterson Hall, JFC Library, PUB, and in the mall near Tawanka ($40,000). Phase Two would expand to all of Zone 1, academic campus, with 16 additional shelters for a total of 20 shelters. Further implementation (long term) would expand the shelters to other campus locations as policy and resources support. This expansion would include the family housing area, Red Barn, Athletic complex (11 shelters in athletics), industrial area (Services, Stores, Surbeck) and Rozell, and residence halls, bringing
us to about 50 shelters at $10,000 each.

Issues with this plan include: Enforcement, Expense, Bargaining Unit Impacts, Public Building Restrictions, Individual Rights, Appearance, and Migration (smoking at other areas on campus).

Jo Rogers clarified that smoking is not a working condition, and the bargaining units would collaborate on the policy for this. Kris Byrum appreciated the presentation. His background includes time spent Everett and Bellevue Community Colleges, where smoking shelters were utilized, and enforcement wasn't a big issue. His concern at Eastern is that many smokers are standing in front of doors, breaking the 25 foot rule and blocking entrances. His initial plan was for a maximum of eight shelters in Zone 1, because he believes that the academic zone should be the highest priority. He has researched policies at other U.S. campuses and is actually leaning more toward a tobacco-free campus. He has discussed the issue with Vice Presidents Dorothy Zeisler-Vralsted and Mary Voves, as well as Policy Administrator Trent Lutey, and he gave his plan to Shawn King for review. Byrum stated that policy such as was implemented by the University of Montana sparks him more toward a tobacco-free campus because of cost and upkeep of shelters. His plan is to implement a campus wide survey in the next couple of weeks. He believes that peer to peer, student to student, faculty to faculty interaction does more good than police enforcement. Also, appearance of the university is a concern.

La Vona Reeves asked for clarification between smoke-free and tobacco-free. Kris Byrum explained that smoke-free applies to tobacco use such as cigars and cigarettes, and tobacco-free includes chewing tobacco and other smokeless tobacco use. Don Richter stated that tobacco products are being sold in the Eagle Shop, so the first step might be to stop selling these products on campus. Jo Rogers asked who would be surveyed, and Kris said that the survey would include faculty and staff as well as students. Jo Rogers said that it is important that everyone is surveyed, because the plan would impact the community at large. Bill Turlington suggested that a webpage could be set up so that people could take the survey online. Jo Rogers said that Student Affairs was taking the lead. Don Richter advised that the survey needs to be statistically significant in order to carry weight. The goal, according to Kris, is to have 1,500 respondents minimum (including at least 1,000 students). La Vona Reeves suggested that the students be advised when they are voting whether or not they will have to help fund the shelters. KC Traver said it was unlikely that students would be funding this.

III. Mandatory Agenda Items

a. Review Safety and Health Inspection Reports
   ➢ None for review

b. Evaluation of Accident Investigation Reports
   ➢ Chad Johnson provided a list of employee incidents from 9/18/09 to 12/23/09; Environmental Health and Safety investigated any incident in red print. KC Traver asked for incident trends. Chad Johnson said that the biggest problem is inattention, and if people would take their time, and use their PPE, accidents would be less frequent. Also, some incidents are not preventable, such as back strain, eye strain, etc. Supervisors are the #1 point of contact. They need to advise their employees to slow down, and remind them to use PPE. Jo Rogers said that departments must be notified (a) that there have been injuries or incidents in their area so they are aware of them, and (b) that EH&S is available for training or further information.
c. Evaluation of Workplace Accident & Illness Prevention Program
   - KC Traver asked if root causes listed were accurate. Jo Rogers recommends that we continue to break down incidents to see what the root cause is. Especially with reduced staff, people are hurrying to do more things in less time. KC Traver asked for an annual breakdown of incidents as has been done in the past. Environmental Health and Safety is working on a new database that may be helpful in breaking down this information, and is discussing adding more specific root causes to the dropdown menu.
   - Chad Johnson stated that it is important to report incidents if we see them, such as LeeAnn Case reporting that two students that slipped and fell on the ice in the mall. This will enable us to be more proactive in preventing similar incidents. If EH&S is not available, call the work order desk and they will forward the information to us.

IV. Old Business

a. John Henry gave an update on the Building Evacuation Plans/Signage. It is a code requirement that signage is mounted within 30 feet of the exit. John Henry sent a map of Morrison Hall to Jesse Dasovich, who looked into the most cost effective way of implementing the plan, which came out to around $6 per sign including installation. The signs would go on each residence door, for a total of 1,160 signs. KC Traver asked if there is a requirement that two exits be designated, and Chad Johnson said there is. In non-residence buildings, compliance requirements are different and we are not required to post maps. Jo Rogers said that people know how to get out of the building in the event of a fire drill. However, in a true fire, fire escapes are not designated as fire escapes but simply as exits. KC Traver said it's a matter of personal awareness. For the most part, he thinks our buildings are in pretty good shape. Jo Rogers believes that not everyone is aware of the fire escapes if the fire doors lock. KC Traver says that the building/floor captain program would help remedy this issue. Due to recent turnover, people are not coming forward to participate in the program. LeeAnn Case will work with Jesse Dasovich to configure the signs that they want, and determine when they can be installed.

b. KC Traver gave an update on the Exterior Lighting Projects. An overview was given at the last meeting. All the lights are now energized, but bugs are still being worked out of the system. The fixtures are on both photocells and astronomical clocks. Light is directed on the street where it is needed, and energy is reduced per fixture. The campus mall will be significantly downlighted (per legislative requirement) to darken the night sky. If lights continue to stay off when they should be on, please give feedback. Jared Couch asked if the intersection of Washington and Elm was improved, and John Henry said there are now two lights at that intersection. KC Traver asked him to check it out and see if it was improved. Jared asked for clarification on dimming on campus mall area. KC Traver said that it isn't actually "dimming," but the globes will be retrofit to be more like what we have on the science walkway. From above it isn't very bright, but from below it is more than adequate.

c. John Henry gave an update on Campus Access Controls Projects. He said that Kingston Hall is 95% complete and operational. Functions are being finalized for ADA compliance and convenience. Also, the buildings will be going away from a keyed access (entrances). Fire Department and Police Department will have access. Showalter doors will be getting windows soon, and access control portion will come shortly. KC Traver said there are three reasons to get away from keys. (1) Cost of recoring the locks ($150,000 recently when a master key was lost); (2) Convenience, because electronic access can be reprogrammed quickly; (3) Security, because there is a record of who has entered the building. The doors
can also be alarmed and we will know when the building is unsecure. It will take the university several biennial periods to gradually work our way through all the buildings. Craig Walker stated that when a grand master is lost, it takes a year and a half to resolve the issue as opposed to a few minutes with the new system.

IV. New Business

a. Chad Johnson reported that the Annual Safety Incident Summary Data would be provided at the next meeting

b. Proposed New Business Items (TBD)
   ➢ Police Chief Tim Walters brought up blue lights on campus. Loud speakers for mass notification and camera systems are two major components that will help bring us up to speed with the blue phone system. He would like to upgrade, even if it is a gradual process. There are 13 blue phones now and there will be three more when Patterson renovation is complete. He estimates the cost would be $10,000 - $12,000 per phone, and they are looking at some possible grant money to help mitigate cost.
   ➢ LeeAnn Case says that in residence halls, students all have land lines even though they are not being used. She proposed that those dollars could be used in a better way. She talked to Gary Gasseling about 9-1-1 calls and how they are made now. He said that 2/3 of all 9-1-1 calls are via cell phone. LeeAnn Case said they would like to add blue phones to the halls of residence buildings. John Henry said that convenient hall phones would be compliant, because there is no in-room phones requirement, and many universities are now getting away from having land-lines in all rooms. It was pointed out that cell service can become overwhelmed when everyone tries to place calls during an incident, and service may not be available. Bill Turlington's area of IT is involved in the blue light/phones. He has been pushing for convenience phones within a prescribed distance from elevators. He says that calls placed from cell phones cannot indicate what floor the call is coming from. His suggestion would be to make a blanket statement across campus that we have an analog telephone structure by the elevators in the event of an emergency. This would be most reliable and least expensive. The infrastructure is basically already in place. KC Traver asked if anyone had reasons not to do this. He says that safety and security are a priority, and although there is not money in the current budget, we could make it a priority in the next biennium.
   ➢ Bill Turlington tests every code blue phone on campus every month, and tests elevator phones and rescue assistance phone every quarter to ensure that they are operational. He suggested that our code blue phones have defibrillator units installed. KC Traver replied that the committee has already implemented defibrillator units across campus.

V. Member Comments

There were no additional comments.

VI. Meeting adjourned at 3:20 pm