



# Oregon State University

## University Health and Safety Committee

December 20, 2017

Milam 119, 2:30 – 4:00 pm

Meeting Summary

**Members Present:** Jennifer Stewart (Chair), Jessica Armstrong, Samuel Gras, Stephanie Harrison, Ariel Leshchinsky, Heidi Melton, Kay Miller, Christina McKnight, Ryan Mitchell, Jim Patton, Debi Rothermund, Marcus Silkman, Brian Stroup, Wiley Thompson (alt)

**Members Absent:** Mike Bamberger, Steve Beaudoin, Tim Borgen (SEIU), Carrie Burkholder, Marcia Dickson, Erin Frost (alt), Patrick Hughes (alt), Dan Kermoyan, Jim Kiser, Mike Mayers, Jennifer McKay, Joe McQuillin (alt), Aimee Scrivens (alt), Victoria Heiduschke, Roshni Sabedra (alt), Heather Wall, Rachel Ziegler

**Guests Present:** Rebecca Houghtaling, Capital Planning and Development

### INTRODUCTIONS

Members and guests introduced themselves.

### APPROVAL OF MINUTES

Heidi moved that the November minutes be approved as written; Debi seconded. Minutes approved.

### TRANSPORTATION PLAN PROJECT

Rebecca Houghtaling, Capital Planning and Development, briefly discussed the OSU Transportation Plan. The plan has been in place since 2013, and was recently renewed. Rebecca asked for the committee's input on multi-modal transportation safety issue identification. A map was provided for members to note issues they've encountered. The Transportation Committee will draft a plan for review prior to June.

### OLD BUSINESS

- (4.1.1) Hydrofluoric acid program. *As noted last month, Dan Kermoyan has drafted a policy. Marcus will bring a copy to the next meeting and will provide Kay with a copy to post in Box.*
- (4.1.2) Jennifer Stewart to coordinate subcommittee on UHSC goals. *Heidi will work with Jennifer; will meet in January.*
- (4.1.3) Subcommittee on safety awards. *Jennifer S will put together a subcommittee to meet in January.*
- (4.1.4) Safety walks. *Kay will assemble reports and submit to Facilities Services.*
- (4.1.5) Jennifer spoke with Clay Simmons, Chief Compliance Officer, about safety policies and procedures. He is interested in what the committee is doing, and will help if needed. Chris Viggiani, Director – Policy and Standards, is also a good resource.

## **ACCIDENT AND INSPECTION REPORTS**

- (5.1) Accident report review. Heidi noted that there have been several late reports. Departments need to remind supervisors about timely reporting requirements. It was suggested that a note be placed in OSU Today every quarter reminding people about how and when to report accidents/incidents, and suggesting that they bookmark the report form page. Trainings will be provided to departments upon request. Department/Unit Safety Coordinator (DUSC) meetings would be another good place to train/remind people. (Kay will ask Dan Kermoyan about whether/when DUSC meetings will be reinstated.) Brian will send Heidi a copy of an email UHDS distributes that Heidi can use to draft a memo for Deans/Department Heads to send to their groups. Jessica can send the memo to members of the Coalition of Graduate Employees.
- (5.2) Fire and Life Safety Inspections – Reports are posted on the EHS website; monthly schedules are posted in the UHSC box. Jim reported that November was spent inspecting UHDS facilities and everything looked good. He is having some issues with the revised inspection application. Jim reminded everyone to take care with portable space heaters. There was a small fire at the Dairy Barn involving a wall heater that caused minimal damage. A microwave malfunctioned at Wilson Hall causing minimal damage. UHDS bought new microwaves with built-in smoke detectors. There was an exterior light that caught fire at the Library and there were some problems with evacuating everyone. Sam Gras and Jim will discuss vetting foreign locations for fire safety (to be sure OSU personnel are in facilities that are approved and in compliance).
- (5.3) There were some burning smells in Plageman (unknown source) and the Library (burnt out ballast). A bad smell was reported in Fairbanks, which was probably a dead animal. A trip hazard was reported in a Plageman stairwell.
- (5.4) No reports received

## **SAFETY TRAINING UPDATE**

In December, Environmental Health and Safety recorded the following trainings, which involved 74 departments:

<b>December 2017</b>	<b>Course</b>
26	Bloodborne pathogens/laboratory biosafety
11	Bloodborne pathogens for non-lab workers
1	NIH Guidelines
414	Hazardous waste training
126	Universal waste handling
8	Formaldehyde safety
7	Lab hazard awareness for non-lab workers
109	General laboratory safety
3	Asbestos inspector
36	Animal handler safety
4	Noise and hearing conservation
15	Respirator training/fit testing (includes three SCBA)
5	Acknowledgement of safety training and hazard communication
28	Fire extinguisher
0	Forklift operator
188	Globally harmonized system/HazCom/SDS
0	Golf cart/utility vehicle
5	Office and general safety
1	Respirator for comfort only

2	Isotope user orientation
0	Isotope user refresher
4	Laser safety
0	Sealed radiation source (new or refresher)
1	X-ray machine safety

### **NEW BUSINESS**

- Jennifer will re-send meeting invitations to members via Outlook.
- Jennifer and Kay are working out a process for reviewing Safety policies. Qualtrics may be used to keep track of the policies and who has reviewed them. Box could also be used so everyone can see all comments, and edits would be made to one document (rather than having someone compile them from several documents). The plan is to post policies in Box early in the month for comments/edits, and review at the next meeting. An excel file will be used to track progress.

### **ACTION ITEMS**

- Jennifer will arrange subcommittees for UHSC goals and Safety awards.
- Brian will send Heidi a copy of an email UHDS distributes regarding accident reporting.
- Heidi will use UHDS memo to draft an email for Deans/Department Heads to send to their groups about accident/incident reporting.
- Sam Gras and Jim will discuss vetting foreign locations for fire safety (to be sure OSU personnel are in facilities that are approved and in compliance).
- Kay will ask Dan Kermoyan about whether/when DUSC meetings will be reinstated.

### **NEXT MEETINGS**

Wednesday, January 24, 2:30 – 4:00 pm, Milam 119

Wednesday, February 28, 2:30 – 4:00 pm, Milam 119

Wednesday, March 28, 2:30 – 4:00 pm, Milam 119