

Oregon State University Health and Safety Committee

January 28, 2015

Meeting Summary

Members Present: Mike Mayers (chair), Mike Bamberger, Carrie Burkholder, Christina McKnight, Heidi Lively Melton, Mike Sreniawski, Jennifer Stewart, Stephany Chacon, Kevin Christman, Joe Evans, Ariel Leshchinsky, Jennifer McKay, Ryan Mitchell, Jim Patton, LeAnna Pitts, Anthony Veltri, Steve Beaudoin, Michael Mitchell, Kendra Miranda.

Members Absent: Dan Kermoyan, Jim Kiser, Denson Chatfield, Bill Coslow, Karin Hardin, Patrick Hughes, Ricardo Letelier, Kay Miller.

APPROVAL OF MINUTES:

The minutes from December were approved.

REVIEW OF ACCIDENT REPORTS

Mike Sreniawski has encouraged UHSC members to notify him about specific incidents they'd like included in the next meeting's agenda. Heidi Lively Melton generally provides the summary spreadsheet with 1 week of month's end.

The committee reviewed a vehicular accident in the summary. ***corrected information provided after the meeting*** This occurred with a department owned vehicle. With this particular claim, it was the other party's fault, so it has been sent to their insurance to cover the cost of damage. With regard to University-owned auto claims, there is a \$5000 deductible, which is covered by the department using the vehicle. If the employee is driving a privately owned vehicle and is in a collision, the private insurance is responsible for the vehicle damage. No matter who owns the vehicle, if an employee in the course of the duties is injured and requires medical treatment, they should file a workers' compensation claim.

FIRE SAFETY INSPECTION REPORTS

FEBRUARY 2015 inspections include:

<u>Date</u>	<u>Time</u>	<u>Facility</u>
01	1:00 PM	Goss Stadium/Women's Softball Complex
03	9:00 AM	Gleeson Hall
04	1:00 PM	Jefferson Street Bldg
05	9:00 AM	Gilbert Hall
05	11:00 AM	Gilbert Annex
11	1:00 PM	Kelly Engineering
12	9:00 AM	Owen Hall
12	1:00 PM	Lab Animal Research/Vet Research Lab/ Vet Isolation Lab

MARCH 2015 inspections include:

Date	Time	Facility
02	9:00 AM	Magruder Hall
03	9:00 AM	Memorial Union
04	1:30 PM	Austin Hall
05	10:00 AM	Benton Hall & Women's Center
10	8:00 AM	Weniger Hall
12	9:00 AM	Greenhouses (East & West)
12	1:30 PM	OSU Foundation

EH&S REPORT OF UNSAFE CONDITIONS

EH&S responded to a report of the smell of gas near the Crop and Soil Science building. Gas smell was present and appropriate agencies were notified. Issue was resolved the same day.

The committee discussed the roll of Public Safety in after-hours safety concerns. DPS will respond, assess and submit a work order to the appropriate agency (Work Coordination Center or department contact). DPS is continuing safety inspections of facilities. Reports of these are sent to the building manager. DPS provided a copy of the Security Report form that they use to document and report safety concerns. It includes:

Date/Time
Building/Room

Issue:
Doors Not Secured, Lights on in Unoccupied Buildings, Lower Floor Windows Open, Fire Escape Doors/Windows Open, Personnel Present without Permits, Vandalism Noted, Lights Out, Miscellaneous

Remarks and Officer Name

USC members Safety Walk 2014 have been completed and will be sent to the Work Coordination Center.

Committee members are encouraged to share safety related best practices with the committee. Mike Mayers shared a program that they have weekly to share one topic form SAIF with staff.

Additional resources can be found at:

<http://hr.oregonstate.edu/training>

<http://oregonstate.edu/training/>

<http://recsports.oregonstate.edu/schedule>

http://www.saif.com/employer/training_calendar/2378_calendar.htm

<https://fmglobaltraining.skillport.com/skillportfe/custom/login/fmglobal/welcome.action>

(contact Mike Sreniawski at EH&S for access information. Developing access to system via ONID log in (Post meeting follow-up))

<http://risk.oregonstate.edu/resources/training>

Committee members encouraged members of the community to contact Mike Sreniawski in EH&S with training or access to training questions.

FACILITIES MONTHLY LIFE-SAFETY WORK ORDERS REPORT

Leanna Pitts reviewed the fire, life, safety requests from the Work Coordination Center. There were approximately 25 in December. Requests included alarms, lighting on campus and issues with elevators.

SAFETY TRAINING UPDATE

In January, EH&S recorded the following safety training across 46 departments:

30	Bloodborne pathogens/laboratory biosafety (new or refresher)
1	NIH Guidelines
55	General lab safety
9	Autoclave safety
17	Hazardous waste
32	Animal handler safety
10	Respirator training/fit testing
72	Acknowledgement of safety training and hazard communication
18	Fire extinguisher
4	Golf/utility cart
44	Hazard communication
11	Office safety
5	Safety In Motion4
2	Laser safety
4	Isotope user refresher
1	Radiation Center orientation
5	X-ray

OLD BUSINESS

Mike Sreniawski provided the Accident / Incident Reporting and Investigation, and Hazard Identification and Control Safety Instructions for the OSHA mandated UHSC training requirements. The third Safety Instruction of the trio, Safety Committees, is still under development. Committee members provided feedback and recommendations. Mike Sreniawski will update them for review at the next meeting.

Training resources for department were reviewed by the committee. The OSU community is encouraged to access EH&S training and resources at <http://oregonstate.edu/ehs/safety-instructions> to assist in staff training. The OSU Acknowledgement of Safety Rules can be found at <http://oregonstate.edu/ehs/forms>. This should be completed for all individuals completing tasks at OSU and submitted to EH&S. Additional training topics are available at <http://risk.oregonstate.edu/resources/training>

GSC requested assistance from the committee to develop a safety reference sheet for graduate assistants. This would be provided to current graduate students employed by the university and their supervisors. A work group will be formed to assist in this project.

SAF 214: Hot Work Safety – Final revision yet to be distributed to UHSC members for review. The committee would like to see explicit language excluding lab-specific work from the program. Departments completing Hot Work should request permits from Mike Sreniawski in Environmental Health and Safety. Policy has been submitted to Vice President for Finance and Administration for approval.

Mike Mayers received guidance from Vice President for Finance and Administration office for submitting and updating policy. New policy will be reviewed and approved by Vice President for Finance and Administration prior to posting. The USC is authorized to make changes to current policy documents that do not change the intent or mandates of the policy.

Kevin Christman updated the committee on the completion of the Motor Pool work order and the lighting survey. A work order has been created for the project.

Kevin Christman notified the committee of a temporary sidewalk fix near Sackett Place and 35th. A permanent correction will be made when weather allows during the summer

OLD ACTION ITEMS PENDING

Kay Miller to pass annual UHSC Safety Walk data to Leanna Pitts who will create work orders.

Jennifer Stewart will follow-up with SAIF regarding SIM training for OSU community that are not OSU employees.

Kay Miller (EH&S) has been working with several other operational units in an effort to obtain an employee oriented Learning Management System (LMS) similar to the recently adopted Canvas LMS. An LMS is a software application for the administration, documentation, tracking, reporting and/or delivery of electronic education and training courses and programs.

Kay Miller provided an update after the committee meeting. The University is working with Bridge Learning, an offshoot of Canvas, to develop a learning management system for employees (outside the academic realm). There are representatives from various departments who deal with Banner training, Professional Development, anti-sexual harassment training, safety, and other employee-related training. We have provided the software vendor with a list of required elements and they are working to incorporate these into the system. The plan is to mock up some programs and courses and test the program as much as we are able in the next few months. The decision of whether to purchase the system is scheduled to be made by May 30.

NEW BUSINESS

No additional topics were added to the agenda.

NEXT MEETING

Wednesday, February 25, 2:00 – 3:30 pm location TBA.