

# Oregon State University Health and Safety Committee

October 26, 2016

Milam 119, 2:00 – 3:30 pm

## Meeting Summary

**Members Present:** Debi Rothermund (Chair), Carrie Burkholder, Ariel Leshchinsky, Mike Mayers, Jennifer McKay, Kay Miller, Mike Sreniawski, Jennifer Stewart

**Members Absent:** Mike Bamberger, Dan Kermoyan (alt), Jim Kiser, Zac Laugheed, Christina McKnight, Joe McQuillin, Heidi Melton, Ryan Mitchell, Kris Osterloh, LeAnna Pitts, Roshni Sabedra, Aimee Scrivens (alt)

### APPROVAL OF MINUTES:

The minutes from the September meeting were approved as written.

### OLD BUSINESS

- Debi will work with Jennifer M on committee membership. *Debi will contact Jim Kiser and Forestry department head about a possible replacement for Jim. Jennifer M will put together an attendance sheet for the past year.*
- Covered bridge safety issues. *Patrick Hughes suggested that a letter regarding bridge safety be sent to the Bridge Society from Facilities Services. Debi will work with LeAnna to get some signs made, directing people to the Society to address any concerns. The Bridge Society should be asked what information they would like to have included on the signs.*
- Mike S plans to provide a final compendium of university health and safety inspections by the January or February meeting.
- Freezer/cold room SOPs and alarms. *Mike S has not yet met with Kevin Christman. Once an SOP is written, it will be posted in OSU Today, sent to Building Managers, and announced on the EHS website.*
- Mike S has created a UHSC letterhead for official correspondence.
- UHSC bylaws.
  - The committee needs to have at least four members.
  - There should be at least as many volunteers as management appointments.
  - Debi has sent Mike Green a letter (at his request) with a history of the committee, the draft bylaws, member information, and major projects.
  - Mike Green is interested in the committee and will meet with the chair, secretary, Mike S, and others if interested.
  - Mike Green will be invited to an upcoming meeting (probably January or February) to review membership statuses and clarify the process for new or revised policies/procedures.
  - Jennifer S will put together a Qualtrics survey to gather information on current committee members (length of service, etc.)
  - Debi moved that the bylaws be finalized (as version 1) and voted on at the November meeting; Mike S seconded. Comments are to be sent to Debi and Kay

by November 9 for incorporation. Kay will send final draft (along with OSHA requirements) for review prior to final vote.

- How SEIU members are appointed (and by whom) was discussed. A Memorandum of Understanding may be needed.
- Hydrofluoric acid program. *Jennifer M will work with Lance on a policy/procedure.*
- Facilities Services night walk. *LeAnna was not in attendance, so could not report.*

**REVIEW OF ACCIDENT REPORTS**

Due to some recent, serious bicycle accidents, the committee discussed bicycle safety (for both riders and pedestrians). Heidi will be asked to pull information from the accident reporting system. Transit and Parking Services, Public Safety, State Police, and the Alternative Transportation Committee may also be asked about what can be done to improve bike safety and obeying traffic laws.

**FIRE SAFETY INSPECTIONS UPDATE**

Jim Patton has been conducting safety training and inspections at Greek houses this month.

**FACILITIES MONTHLY LIFE/SAFETY WORK ORDERS**

No report

**EH&S ON-CALL LOG/REPORT OF UNSAFE CONDITIONS**

There needs to be a better description of how to use the Report of Unsafe Conditions form on the website. An FAQ or “How do I...” section should be added. It should be distributed to building managers, facilities services, GCA, etc.

Mike Bamberger will be asked to attend and discuss what to do in an emergency such as a gas leak, etc. Also, someone from the Clery Office will be asked to discuss timely warnings.

**SAFETY TRAINING UPDATE**

In October, EH&S recorded the following safety training across 66 departments:

<b>September</b>	<b>Course</b>
24	Bloodborne pathogens for non-lab workers
58	Bloodborne pathogens/laboratory biosafety
0	NIH Guidelines
116	Hazardous waste training
50	Universal waste handling
9	Formaldehyde safety
23	Lab hazard awareness for non-lab workers
99	General laboratory safety
42	Animal handler safety
51	Noise and hearing conservation
32	Respirator training/fit testing
310	Acknowledgement of safety training and hazard communication
31	Fire extinguisher
4	Forklift operator
90	Globally harmonized system/hazcomm/SDS
1	Golf cart/utility vehicle
18	Office and general safety
10	Tractor safety

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

Upcoming safety training opportunities are listed on the EH&S safety training web page.

Safety committee training will take place at next month's meeting.

### **NEW BUSINESS**

Reminder that November's meeting will be a week early due to the Thanksgiving holiday.

### **ACTION ITEM UPDATES**

- Debi will work with Jennifer M on committee membership. *Continuing*
- Mike S will talk with Kevin Christman about freezer/cold room SOPs and alarms. *Continuing*
- Mike S will meet with Kevin Christman to develop an SOP for walk-in freezers/coolers. Once an SOP is written, Kay will post it in OSU Today, send to Building Managers, and announce on the EHS website. *Continuing*
- LeAnna will report on the Facilities Services night walk. *Tabled*
- Debi and LeAnna will work with Patrick Hughes (and possibly Public Safety) to draft a letter to the Society on UHSC letterhead, outlining the safety concerns already reported. *In process*

### **ACTION ITEMS**

- Debi will contact Jim Kiser and Forestry department head about a possible replacement for Jim.
- Jennifer M will put together an attendance sheet for the past year.
- Debi will work with LeAnna to get some signs made, directing people to the Covered Bridge Society to address any concerns about the covered bridge. The Bridge Society will be asked what information they would like to have included on the signs.
- Comments on the committee bylaws are to be sent to Debi and Kay by November 9.
- Kay will send final draft of bylaws (along with OSHA requirements) to UHSC for review prior to final vote.
- Heidi will be asked to gather information on bicycle accidents on campus.
- Mike S will develop an FAQ or "How do I..." section for the Unsafe Conditions report form on the EHS website. It will be distributed to building managers, facilities services, GCA, etc.
- Debi will ask Mike Bamberger to attend and discuss what to do in an emergency such as a gas leak, etc.
- Jennifer S will invite someone from the Clery Office to discuss timely warnings.

### **NEXT MEETINGS**

Wednesday, November 16, 2:00 – 3:30 pm, Milam 119

Wednesday, December 21, 2:00 – 3:30 pm, Milam 119