CAHNRS College-Level Safety Committee Notes
Kick-Off Meeting, September 11, 2017

Attendance:
Dan Dreesman, Adair Lawrence, Dixie Kearney, Kimi Lucas, Mike Adams, Richard Partain, Jim Moyer, Thomas Dahl, Elizabeth Willems, Shawn Ringo (EHS), John Reed (EHS)

- Unable to attend due to technical issues: Jerry Moreland, Bill McCrae, Dan Gorton, Jeff Lunden. I will investigate and identify a solution prior to the next meeting or scheduling the meeting in an alternate location to allow for participation by the entire committee.

Agenda
1. Membership and Introductions
CAHNRS has restructured the college level safety committee to provide for representation by functional grouping rather than by unit/department on a rotating basis. There are a few departments that have 1:1 representation due to unique safety considerations.
2. Jim Moyer Introduction and Comments

Associate Dean and Director of the CAHNRS Office of Research, Jim Moyer joined the committee to stress the importance of the college safety committee and provide guidance on critical issues for the college. He indicated that in the years he has been here, safety increasingly has become a topic of concern for WSU. He would like to see that our college increase their level of safety awareness and compliance – safety issues are preventable. This committee is about facilitating the increase of prevention, education and awareness for CAHNRS.

3. CAHNRS College-Level Safety Committee organization and structure – Level 3 Committee

This college-level safety committee does not replace unit or departmental safety committees but provides additional support and upward communication for safety issues. The committee will be developing and reviewing college-level safety projects such as creating an Accident Prevention Plan, updating the college by-laws and safety committee guidelines, and assisting with gathering and compiling information on department and unit safety committees.

4. Expectations
   a. Incident Report and Supervisor’s Accident Investigation Reports process

One of the roles that college-level safety committee members performs is receiving incident reports and supervisor accident investigation reports from those within their representative group and bringing the information on the issue to the next college level.
safety committee meeting, whether the issue was resolved, any suggestions or concerns, etc.

b. Assist with promoting or publicizing relevant safety and health topics

c. Receive employee safety concerns, reported hazards, and suggestions and convey them to the committee
Committee members serve as valuable contacts for those that do not know where to direct their comments/questions or for those that do not feel they can bring their concerns to their supervisor.

5. CAHNRS safety communication and information (website, incident forms, cahnrs.safety@wsu.edu email, etc.)

6. Meeting schedule

We discussed general meeting times that would work for everyone. In checking the conflicts that I wrote down, it appears that the 2\textsuperscript{nd} Tuesday of the month from 11:00 – Noon will work for everyone. If this does not work for you or for our off-campus representatives who did not have an opportunity to discuss availability, please let me know so I can make adjustments.

7. Adjourn

TOPICS FOR NEXT MEETING’S AGENDA

- Create Accident Prevention Program and other applicable safety and health programs
- Department/unit safety committee information
- Committee reports, concerns, hazards, etc.