

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.

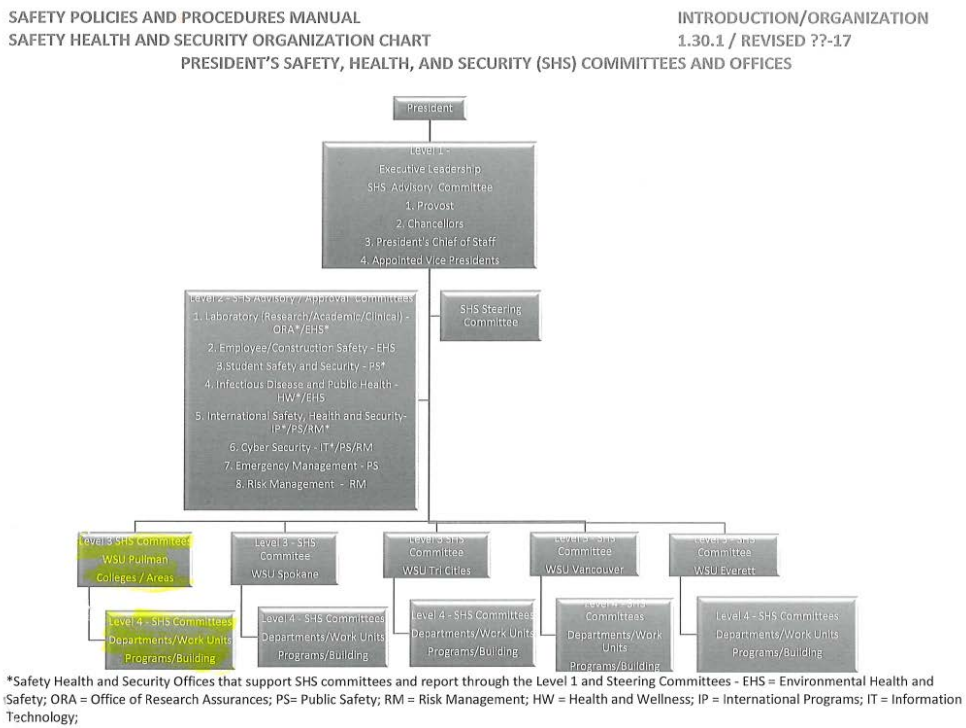
Type	# of Reps	Units Represented	Committee Member
R & E/Subject Cent	1	WSU Prosser IAREC	Jeff Lunden
	1	WSU Puyallup Research & Extension Center	Bill McCrae
		WA ST. Pest Management	
		Washington Stormwater Center	
1	WSU Mt. Vernon Research & Extension Center	Dan Gorton	
Administrative	1	WSU Wenatchee TFREC	Jerry Moreland
		CAHNRS Business & Finance Office	Dixie Kearney
		Alumni & Friends	
		CAHNRS Communications	
		CAHNRS Operations	
Business Center			
Food/Chem/Animal	1	WSU Creamery	Elizabeth Willems Animal Sciences
		School of Food Science	
		Institute of Biological Chemistry	
		Entomology	
		Animal Sciences	
		Biological Systems Engineering	
		School of the Environment	
Plant	1	Crop & Soil Sciences	Mike Adams Plant Pathology
		Department of Horticulture	
		Plant Pathology	
		Plant Introduction & Testing	
Academic	1	School of Economic Sciences	Tom Dahl SES
		Apparel Merchandising, Design & Textiles	
		CAHNRS Academic Programs	
		Human Development	
		Johnson Hall Grad Center - CAHNRS	
Specific	1	USDA/ARS	Richard Partain
	1	Plant Growth Facility	Dan Dreesman
	1	WSU Children's Center	Adair Lawrence
TOTAL	11		

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 2nd 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.