

## **CAHNRS Safety Committee Meeting:**

November 10<sup>th</sup>, 2015 Meeting Minutes

Attendance: Jeb Owen, Sheila Brooks, Lindsay Krupke, Katherine Lynch, Jerry Weber, Mike Costa, Jonathan Lomber, Daniel Edge-Garza, Laura Lavine

### Update on University Health & Safety committee

Daniel Edge-Garza updated us on the following information from the Health & Safety Committee:

#### **WSU Incident Reporting Policy**

- HRS reported any injury should be reported to your supervisor immediately (including near-misses to prevent future incidents from occurring).
- Forms online are difficult to fill out. HRS informed the H&S committee that they are available to help fill out these forms, if needed.
- HRS encouraged people to call them when filling out the forms to prevent false information being added to the forms to ensure the forms will go through.
- Non-Employees of WSSU: Supervisors of departments coordinating the use of University facilities or University-sponsored activities are responsible for reporting all accidental injuries incurred by individuals who are not employed by WSU
- It was clarified when an incident occurs:
  1. *Call 911, if needed*
  2. *An Incident report is filled out*
  3. *Supervisor is notified*
  4. *If an employee is admitted and gone for more than 1 day, they must fill out investigation report.*

Refer to WSU Safety Policy and Procedure Manual:

<http://old->

[www.wsu.edu/manuals\\_forms/HTML/SPPM/2\\_General\\_Workplace\\_Safety/2.24\\_Reporting\\_Accidental\\_Injuries\\_and\\_Work-Related\\_Illnesses.htm](http://old-www.wsu.edu/manuals_forms/HTML/SPPM/2_General_Workplace_Safety/2.24_Reporting_Accidental_Injuries_and_Work-Related_Illnesses.htm)

#### **Filing Worker Compensation Claim to L&I (Labor & Industries)—(Daniel Edge-Garza)**

- In the occurrence of a severe injury, you must report the severe injury incident within 8 hours of when the injury occurred.

#### **Procedure for filing a Worker Compensation Claim:**

Can also be found at:

<http://hrs.wsu.edu/Worker%20Compensation%20Claims%20Management%20Program>

## How a Worker Compensation Claim is Filed with Labor and Industries (L&I)

1. The employee notifies supervisor of the injury or occupational illness. If needed, the employee is provided with appropriate medical treatment either on site first aid or by calling 911.
2. The supervisor interviews the employee and/or witnesses and fills out a [WSU Incident Report](#) and submits it to Human Resource Services, 139 French Administration, Pullman, WA 99164-1014 within 24 hours.

*Per WSU policy, reportable incidents consist of:*

- *Injury: Any wound or damage to the body resulting from an instantaneous event. Examples include; cuts, bruises, contusions, chipped teeth, amputations, insect bites, electrocutions, burns, sprains and sprain injuries to muscles, joints, and connective tissues resulting from a slip, trip or fall.*
  - *Illness: A condition resulting from chronic exposure to the work and/or academic environment. Examples include: musculoskeletal disorders (e.g., tendinitis, carpal tunnel syndrome), skin disorders, respiratory conditions, and noise-induced hearing loss.*
3. The supervisor also completes a [Supervisor's Accident Investigation Report](#) to submit with the WSU Incident Report when:
    - *The employee receives medical treatment.*
    - *The employee is unable to work the next full or subsequent shift(s) as a result of an injury or illness.*
    - *Events and conditions involving a near miss or minor accident indicate the most likely injury or illness would have been serious.*
  4. At the time of initial medical treatment, the employee and doctor both fill out the Labor & Industries claim form, which includes the L&I claim number. The doctor will distribute copies of the form to:
    - *The Department of Labor and Industries*
    - *The employee*
    - *WSU Human Resource Services (If departments receive this form, please forward it to Human Resource Services, mail stop 1014 for processing.)*
    - *The doctor's records*

*ALL medical bills are sent directly to L&I. The employee will use this number for any ongoing medical treatment they receive. The employee, Human Resource Services, and physician will reference this number in regards to the worker's compensation claim.*

5. **Human Resource Services Responds to Claims.** Human Resource Services responds to the employer portion of the L&I claim form based on the information provided to them on the WSU Incident Report, their knowledge of the law, and circumstances surrounding

*the injury. WSU can protest the claim if it is believed that the condition is not covered under law, no work-related, or if the claim needs field investigation.*

6. *Human Resource Services will maintain a claim file for each employee who has a workers compensation claim to keep copies of all paperwork relating to the claim.*
7. *If work time is lost, Human Resource Services will send information to the employee and to the employing departments on how to handle leave and other benefits, and explaining what can be expected while on an L&I claim. They are available to assist employees and departments with all claims-related questions and the return-to-work process. Human Resource Services will also notify Payroll Services, and EHS of the work time loss claim.*
8. *Once **Labor and Industries** receives their portion of the L&I claim form from the doctor, they will send acknowledgement to the employee and to Human Resource Services. An L&I Claims Manager will also be assigned to the claim to manage the medical billings and time loss payments. They will mail periodic information to the employee, attending physician, and Human Resource Services.*

#### **Snow Removal (Daniel Edge-Garza)**

Daniel Edge-Garza reported that information regarding snow removal can be found on the Fac-Ops web page. The following resource is available regarding Snow Removal for the 2015-2016 Year.

Please refer to the attached PDF regarding Snow Removal. This can also be found at:

<http://facilitieservices.wsu.edu/Resources/pdf/SnowRemovalPolicy16.pdf>

#### **Tobacco-Free Campus: (Daniel Edge-Garza)**

Daniel Edge-Garza informed the committee that WSU will be a tobacco and nicotine-free campus starting Fall 2016.

#### **Is there a possibility of CAHNRS investment in AED maintenance? (Jeb Owen)**

Following our previous discussion during October's meeting regarding funding for AEDs maintenance, Jeb Owen reported that Kimi Lucas has set up a budget to fund fac ops to maintain AEDs.

#### **Brainstorm/Discuss CAHNRS Committee Priorities & Goals for 2015-2016**

Prior to the November 10<sup>th</sup> meeting, Jeb Owen reminded the committee of the prior ideas for 2015-2016 goals:

- I. Establish regular drills and track practiced evacuation procedures.
- II. Facilitate the implementation of building-level safety oversight.

- III. Develop a system for storing/tracking documentation of safety training for PIs and employees.

Committee members suggested other areas of focus, as well:

Katherine Lynch expressed an increase in overall safety culture:

- Katherine Lynch made a suggestion of an email from Admin with monthly info about what's new or working, or what needs to be worked on.
- Sheila Brooks discussed in the past, the use of monthly Themes on the Safety Page. These could be updated, or provide a Safety Tip of the Month.
- Jonathon Lomber suggested a General Monthly Training offered at the college level. One idea was to offer training monthly that chairs can attend and decide if it's helpful to have them to come to the department as a resource to the rest of the department members.

The discussion then came up about identifying departments that have a current functioning safety committee. Laura Lavine recommends identifying which departments do have a safety committee. Once these are identified, Laura can address the importance of these committees to those departments without an active safety committee. The goal is to reach out to see what departments are currently doing and reach out to those with nothing in place.

**Reminder to ALL CAHNRS departmental safety committees:**

If you are having Safety Committee Meetings, you need to send the minutes from these meetings to Sheila Brooks. [sbrooks@wsu.edu](mailto:sbrooks@wsu.edu)

**The following was brought up to discuss at the December 8th meeting:**

- Talk about structure and organization of department safety committees. Units need to have their own committee, but how does this function in buildings?