4. MEMBERS  (In the designation column, indicate "E" for employee, "S" for student, "M" for management representative.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>DESIGNATION</th>
<th>PRESENT</th>
<th>ABSENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amonett, Trent</td>
<td>CAS</td>
<td>Co-Chair</td>
<td>Y</td>
<td></td>
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<tr>
<td>Benjamin, Francis</td>
<td>Psychology</td>
<td>Member</td>
<td>Y</td>
<td></td>
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<tr>
<td>Blong, John</td>
<td>Anthropology</td>
<td>Member</td>
<td>Y</td>
<td></td>
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<tr>
<td>Harty, JJ</td>
<td>Fine Arts</td>
<td>Member</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Heiden, Zahcariah</td>
<td>Chemistry</td>
<td>Member</td>
<td>Y</td>
<td></td>
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<tr>
<td>Heyns, Sheila</td>
<td>ISP</td>
<td>Member</td>
<td>Y</td>
<td></td>
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<tr>
<td>Johnson, Ed</td>
<td>SBS</td>
<td>Member</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Lafferty, Wade</td>
<td>CAS</td>
<td>Member Rep.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Makin, David</td>
<td>Criminal Justice</td>
<td>Member</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>McCluskey, Matt</td>
<td>Physics</td>
<td>Member</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Stormo, Grant</td>
<td>Tech. Services</td>
<td>Member</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Thornton, Dan</td>
<td>SOE</td>
<td>Member</td>
<td>Y</td>
<td></td>
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</table>

5. GUESTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battaglia, Jeff</td>
<td>EH&amp;S</td>
<td>Industrial Hygienist</td>
</tr>
<tr>
<td>Ringo, Shawn</td>
<td>EH&amp;S</td>
<td>Director</td>
</tr>
</tbody>
</table>

AGENDA AND MINUTES  (Attach additional sheets as needed.)

6. INCIDENT REPORTS AND SUPERVISOR’S ACCIDENT INVESTIGATION REPORTS RECEIVED
   (If yes, describe. Include recommendations to prevent future incidents and accidents. See SPPM 2.24 and 2.26.)

   YES    NO

1. Working on Chapter 4 to better outline routing for incident and supervisor investigation reports between Level 4 and Level 3 committees. Discussed need for L4 Committees to forward incident reports to L3 Committee.
2. It was stated in the meeting that the incident reports received to-date for CY2021 will be reviewed at the next meeting, likely in May.
SAFETY, HEALTH, AND SECURITY COMMITTEE
MEETING AGENDA AND MINUTES (cont.)

AGENDA AND MINUTES (cont.) (Attach additional sheets as needed. See SPPM 2.12 or contact EH&S for assistance.)

7. ACCIDENT PREVENTION PLAN REVIEW, UPDATES, AND IMPROVEMENTS
(Describe which part of the unit's accident prevention plan was evaluated. Include any recommendations to the administrator for improvement. See SPPM 2.10.)

1. All of the chapters have been initially edited for content, but further edits are needed.
2. Members encouraged to begin editing chapters by adding notes. Members were also asked to review chapters not initially included for possible inclusion in the APP.
3. Committee members in lab-focused departments encouraged to edit relevant chapters.
4. Trent Amonett will begin verifying links in the document.
5. The draft version of the APP is located in Teams: College of Arts and Sciences Safety > Level 3 Committee > CAS Accident Prevention Program DRAFT. Demonstrated pathway.
6. Trent Amonett will work with Wade Lafferty in reworking Chapter 4.
7. More discussion needed for chapter 28. Trent Amonett to follow-up with CAHNRS as they have decided to not include Ch. 28 in their APP.
8. VCEA and CAHNRS APPs have been helpful in reworking CAS APP.

8. SAFETY INSPECTIONS PERFORMED? (A minimum of one inspection per year is required for all workplaces.)
(If yes, attach a copy of each completed safety inspection checklist. See SPPM 2.50.)

☐ YES ☑ NO

9. SAFETY, HEALTH, AND SECURITY TOPICS DISCUSSED AND PROMOTED (Describe how each topic was promoted.)

1. Jeff Battaglia with EHS made a presentation on safety committee basics and a brief overview of the July 2020 WSU policy revisions that placed health & security into one policy; discussed safety committee structure at WSU and discussed routing of minutes between committees as a means of communication.

2. Shawn Ringo made the suggestion we all spend the time on the Accident Prevention Program (APP) so that it becomes a useful guide for the College to help researchers, instructors and staff do their job more efficiently. Moreover, he stated that by putting the resources together and by making them available, it will help the College become safer. The APP also helps with regulatory compliance with State L&I. Shawn’s job is more difficult without a published APP for the College. Shawn recommended pushing APP editing work to Level 4 committee members.

3. Both Shawn and Jeff Battaglia volunteered to come to future meetings.

10. OTHER SAFETY, HEALTH, OR SECURITY TOPICS DISCUSSED

1. This was the first college safety committee meeting after a long hiatus.

2. Discussed safety communication via meeting minutes between Level 3 and Level 4 committees. College website forthcoming for posting safety information and Level 3 meeting minutes.

3. Called for volunteers for the elected co-chair position—no takers. Wade Lafferty nominated Trent Amonett to position. A vote was held, and Trent Amonett was elected as committee co-chair.

SUBMITTED BY NAME
Trent Amonett
DATE SUBMITTED TO ADMINISTRATOR
4/20/21

ADMINISTRATOR NAME AND TITLE
Todd Butler, Dean, College of Arts & Sciences
ADMINISTRATOR SIGNATURE
Digitally signed by Todd Butler
Date: 2021-04-20 17:06:58 -07'00'

DATE

Route copies of signed minutes as applicable:

Level 3 SHS committees:
Route to Level 2 Steering Committee, Level 4 SHS committee chairs, and Level 3 elected co-chair.

Level 4 SHS committees:
Route to Level 3 elected co-chair and Level 4 chair.

Level 4 work unit safety meetings:
Route to Level 4 SHS committee chair and work unit lead.

Revised 1-19