Trent Amonett, Elected Co-Chair
tramone@wsu.edu | 509-335-7369

MEMBERS (“E” for employee, “S” for student, “M” for management)

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>DESIGNATION</th>
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<tr>
<td>Amonett, Trent</td>
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<td>Benjamin, Francis</td>
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<td>Harty, JJ</td>
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<td>Heiden, Zachariah</td>
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<td>Heyns, Sheila</td>
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<td>Johnson, Ed</td>
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<td>Thornton, Daniel</td>
<td>School of the Environment</td>
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GUESTS

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<tr>
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<tr>
<td>Frisbie, Morgan</td>
<td>College of Arts and Sciences</td>
<td>Administrative Asst. 3</td>
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<td>Ringo, Shawn</td>
<td>Environmental Health &amp; Safety</td>
<td>Director</td>
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INCIDENT REPORTS AND SUPERVISOR’S ACCIDENT INVESTIGATION REPORTS RECEIVED

- Nine incident reports were submitted since our last meeting (9.24.21), two requiring Supervisor’s Accident Investigation Reports.
  - Chemistry
    - Four undergraduate students working in instructional labs: two acid burns and two minor cuts by sharps.
    - One undergraduate hourly employee passed out in the main stockroom, Fulmer Annex 23, while taking inventory.
    - A graduate TA cut his hand with a knife while carving pumpkins used in chemistry demonstrations.
      - The cut required surgery, and a Supervisor’s Accident Investigation Report was submitted.
  - Fine Arts
    - An undergraduate was cutting foam for a sculpture project and cut her left thumb, requiring stitches.
  - Music
    - An undergraduate passed out on stage during a jazz concert.
  - Physics
    - During the annual Pumpkin Drop, a pumpkin collided with the building after being dropped, which altered the pumpkin's trajectory, deflecting it toward the
viewing area and spectators. The pumpkin landed between two children, causing minor injuries.

- Matt McCluskey followed up by saying that the accident was the result of two primary issues:
  1. Over the course of years, the perimeter where the public is allowed to watch crept closer and closer to the building.
  2. The individual that dropped the pumpkin had not been instructed to drop the pumpkin far enough away from the building to make sure it cleared the structure on the way down.
- Physics is instituting the following:
  - Written procedures for the Pumpkin Drop to allow for appropriate training for those involved.
  - Moving the public viewing to a safe distance.
  - Going forward, outreach events in the department will be reviewed by the unit safety committee.

- Biological Sciences
  - A staff member fell on ice on the Hello Walk south of Avery Hall.
  - The staff member sought medical attention the day following the incident, and a Supervisor’s Accident Investigation Report was submitted.
- Recommendations:
  - The Committee suggests that individuals using knives to carve or cut wear protective handwear like leather gloves or cut-resistant gloves.
  - For pumpkin carving, the small, specialty saws are a good alternative to knives.
  - Yaktrax are suggested for use on snow and ice outside. They are available locally, online and through University Stores for units that wish to buy them for their employees.
  - A campus snow removal map can be found at the below link.
    - https://facilities.wsu.edu/winter-snow-removal/
  - Zachariah Heiden asked that the committee follow up on the fainting students.
    - The committee chair will follow up and report back to the committee at the next meeting.
  - It was suggested that incidents be discussed not only in unit safety committee meetings but also in unit faculty meetings for serious or recurring incidents.
    - The committee chair will make this recommendation to unit safety committee chairs.

- Incident reports can be viewed by college and unit committee members on the CAS Safety Committee Teams site:
  - College of Arts and Sciences Safety > General > Incident Reports > Reviewed in L3 Meeting 02.01.2022

**ACCIDENT PREVENTION PROGRAM REVIEW, UPDATES, AND IMPROVEMENTS**

- The APP is on the college safety website for units to view.
  - https://cas.wsu.edu/safety/
• The Spill Response Plan draft (chapter 28), as edited, was approved for publication by the Committee.
  ▪ The primary edit for this chapter is the addition of a tool to assist lab personnel in determining if a spill is a simple spill—which can be cleaned up by appropriate personnel in the lab—or a complicated spill that requires assistance from EH&S and/or emergency services.
  ▪ Added was a reference to SPPM 5.62 in the paragraph for more information on spill cleanup.

• The changes to the Accidental Injury Reporting chapter (chapter 4) include:
  ▪ The addition of an Incident Report and a Supervisor’s Accident flowchart as Appendix 1;
    ▪ Included is a link to a larger version of the flowchart.
  ▪ Links were imbedded in paragraphs where useful.
  ▪ Section G, part 5: A section declaring that incident reports are to be submitted for anyone who is injured in a CAS building or classroom, or anyone conducting CAS business or research regardless of location.

• The committee recommended the following edits to the Accident Injury Reporting draft (chapter 4):
  o Verbiage to help people determine who the reporting supervisor is for Graduate Teaching Assistants if the TA is injured at work.
    ▪ If in the lab doing research, the research faculty in charge of the lab submits the incident report.
    ▪ If working as a TA in an instructional lab, the instructional lab supervisor (or like position) submits the report.
  o A sample Incident Report.
  o A sample Supervisor’s Accident Investigation Report.
  o Include a clarification of or better definition of “significant near miss.”
    ▪ Wade Lafferty provided a link in the chat with OSHA’s definition of a near miss:
      ▪ OSHA defines a near miss as an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, accident precursors, injury-free events and, in the case of moving objects, near collisions.

• Question: If an instructional lab has only one TA, and that TA is injured, can they submit an Incident Report for themselves? (Ed Johnson)
  o Trent Amonett: Anyone can submit an Incident Report on their own behalf or on the behalf of someone else. The report requires the person submitting the report to identify the individual’s supervisor, which can be difficult to determine for guests and students—ideally a staff or faculty eyewitness.
    ▪ Each unit should determine who it is that submits incident reports for undergraduate students in instructional labs.
The committee chair will route each chapter as it’s approved to unit safety committees and will recommend units have procedures in place for undergraduate injury reporting.

The committee plans to meet once/month until all the chapters have been edited, covering three chapters per meeting.

- Chapter 4 will be edited and routed prior to the March meeting to allow committee members to comment and make additional edits prior to voting on it.
- The committee chair will email the committee once chapters one through three are posted and ready for edits.

Chapters open for editing can be found at:
- Teams > College of Arts and Sciences Safety > Level 3 Committee > CAS APP DRAFTS current edits.

SAFETY INSPECTIONS PERFORMED
- N/A.

SAFETY, HEALTH, AND SECURITY TOPICS DISCUSSED AND PROMOTED
- Posting OSHA 300A Memos for 2021.
  - The memos were emailed to unit safety committee chairs and are required by law to be posted on safety bulletin boards in each of our buildings.
  - They are to be posted beginning February 1 and must stay posted through April 30.
  - L&I will ask to see them posted if they show up for an inspection in your building.
  - Units are responsible for L&I violations.
  - Slips, trips, and falls is still the lion’s share of incidents reported on campus.

- The snow removal information can be found at:
  - Winter Snow Removal | Facilities Services | Washington State University (wsu.edu)

Question: When did the memo go out and was it sent to the college to be pushed out to departments? (David Makin)

- Wade Lafferty: It was emailed on January 28, and the recipients were bcc’d, so I assume it was meant to be sent to unit safety committee chairs, particularly because the memo is addressed to safety committee chairs or contacts.
- The CAS Safety Committee chair will distribute the memo to this committee and to unit safety committee chairs so it can be posted.

OTHER SAFETY, HEALTH AND SECURITY TOPICS DISCUSSED
- In a Level 2 meeting today, it was mentioned that L&I has performed inspections on campus in the past been and has issued violations resulting from those inspections.
  - The most recent violations have to do with the lack of labeling on secondary containers for chemicals used by custodial and with the distance from eyewashes for employees using chemicals that require an eyewash station be within ten seconds or 50 feet.
  - Question: Did they mention why L&I was there—was this employee reported? (Wade Lafferty)

- Trent Amonett: I believe so, but I would need to check my notes.
o Question: Do departments have to concern themselves with chemicals in custodial closets? (John Blong)
  ▪ Trent Amonett: No, academic units are not responsible for the chemicals used by custodians or for chemicals stored in custodial closets. Moreover, academic units are not financially responsible for fines levied for infractions by custodial.

o Question: Did Shawn Ringo distribute the penalty calculations memo? (Wade Lafferty)
  ▪ Trent Amonett: Yes, and I will distribute that via email to the committee.

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<th>Submitted By Name</th>
<th>Date Submitted</th>
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<td>Trent Amonett</td>
<td>02/08/2022</td>
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<tr>
<th>Administrator Name and Title</th>
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<tr>
<td>Todd Butler, Dean</td>
<td></td>
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| College of Arts and Sciences | |
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