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

<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>College of Arts and Sciences</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Benjamin, Francis</td>
<td>Psychology</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Blong, John</td>
<td>Anthropology</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Harty, JJ</td>
<td>Fine Arts</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Heiden, Zachariah</td>
<td>Chemistry</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Heyns, Sheila</td>
<td>Institute of Shock Physics</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Johnson, Ed</td>
<td>School of Biological Sciences</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lafferty, Wade</td>
<td>College of Arts and Sciences</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makin, David</td>
<td>Criminal Justice</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>McCluskey, Matt</td>
<td>Physics &amp; Astronomy</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Stormo, Grant</td>
<td>Tech. Services</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Thornton, Daniel</td>
<td>School of the Environment</td>
<td>E</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

GUESTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ringo, Shawn</td>
<td>Environmental Health &amp; Safety</td>
<td>Director</td>
</tr>
</tbody>
</table>

INCIDENT REPORTS AND SUPERVISOR'S ACCIDENT INVESTIGATION REPORTS RECEIVED

- No Incident Reports received since the February 2022 meeting.

ACCIDENT PREVENTION PROGRAM REVIEW, UPDATES, AND IMPROVEMENTS

- Accident Prevention Program, Chapter 4: additions and clarifications discussed in the February meeting.
  - Added is a better explanation regarding the responsible supervisor for submitting Incident Reports for graduate TAs and RAs.
    - If in a research lab, the lab PI submits.
    - If in an instructional lab, the Lab Supervisor (or similar title) submits.
  - Added are undergraduate incident reporting requirements.
    - Incident Reports are required to be submitted for incidents involving undergraduates insofar as unit employees such as faculty, staff and teaching assistants are aware of them.
Units may have their own processes for submitting reports for undergraduate students involved in an incident.

- An example Incident Report for a supervisor submitting a report for an employee was added as Appendix 2.
  - Question: Is it possible to add an example of what is generated and sent via email to the individual who submitted the Incident Report? (Zach Heiden)
    - Trent Amonett: Yes, I can work on getting that added.
- An example Supervisor’s Accident Investigation Report (SAIR) was added as Appendix 3.
  - Question: Is Appendix 2 related to Appendix 3?
    - Trent Amonett: Appendix 2 is just an incident report, and Appendix 3 is a Supervisors Accident Investigation Report.
- Added is better definition of a significant near miss, courtesy of OSHA.
  - Question: The discussion of significant near misses in Chapter 4 is confusing. Can we better clarify when a SAIR is required for submission for a near miss? (Ed Johnson)
    - Shawn Ringo: A SAIR should be submitted for some near misses. It’s based on what could have been the potential outcome and the severity of injury if it hadn’t been a miss.
    - Question: In the event of a near miss where the potential outcome would have been significant, are both an Incident Report and a SAIR required? (Ed Johnson)
      - Shawn Ringo: An incident report, yes, but there’s not a hard and fast rule for the SAIR. If you’re unsure, contact EH&S for guidance. A lot of these are dealt with on a case-by-case basis, and there’s not a one-size-fits-all policy for near misses.
      - Question: Then the SAIR does not need to be submitted every time an Incident Report is submitted? (Ed Johnson)
        - Shawn Ringo: It’s not every time.
        - Wade Lafferty: The requirements for a SAIR are in the incident reporting flow chart in the chapter appendices. It may be helpful to reference the flow chart in the chapter section that discusses SAIRs.
    - Trent Amonett: Chapter 4 clearly needs more work, and we will table it until our next meeting.
- Accident Prevention Program, Chapter 1. Changes based on discussions include:
  - A URL was added for the APP link to the College safety website.
  - The only other changes were for style and clarity.
With no comments and no objections, the Committee voted to publish Chapter 1.

- Accident Prevention Program, Chapter 2. Changes based on discussions include:
  - Added were instructions on how to sign up for WSU emergency alert notifications.
  - Trent Amonett: I didn’t get the link to the training chapter as suggested, but I will make sure that gets done.
  - Question: Regarding new-hire orientation, does WSU consider temporary employees new-hires even though they may be employed for a short period, like a semester? (Ed Johnson)
    - Trent Amonett: It is best if new hires are trained on safety procedures of the department.
  - Zach Heiden: The training information listed in the chapter is too broad. It would be best if the College-required training courses were listed, and it would be best if training verification were added to the chapter so supervisors are aware that they need to verify safety training has been taken.
    - Trent Amonett: As a supervisor, you should be able to go into Skillsoft and see what trainings your employees have taken.
    - Sheila Heyns: That’s correct, and if it's not set up correctly, HRS can change the permissions in Skillsoft so that you can see what your employees have taken.
  - Question: Are the mandatory online trainings required by the University different than the safety checklist? (Ed Johnson)
    - Shawn Ringo: Yes, they’re different, and certain jobs on campus will have additional training specific to that position. The safety orientation checklist is designed to familiarize employees with safety resources in the work environment.
    - Wade Lafferty: The college safety website lists the mandatory employee safety training required by the College, and the safety orientation checklist does contain a section where a supervisor does list job-specific safety training.
  - Question: How stringent is the fire extinguisher policy that requires training prior to someone using fire extinguishers?
    - Trent Amonett: Fire extinguisher training is one of the six trainings required by the College for all employees, so ideally everybody should have gone through at least on-line fire extinguisher training.
    - Shawn Ringo: The rationale behind requiring training is that because the amount of extinguishing media in common extinguishers on campus is fairly minuscule. If someone untrained were to use one—and use it ineffectively—you’ve eliminated the chance of putting out the fire if somebody who has had training—and who could use the extinguisher effectively—arrives later.
- Wade Lafferty: Darren Jones has offered live fire extinguisher training.
- Question: The online training suffices for fire extinguisher training? If so, we should add “online” in the wording about fire extinguisher training.
  - Shawn Ringo: The online training suffices, but people should try to eventually take the instructor-led fire extinguisher training.
  - Trent Amonett: The word “online” will be added to fire extinguisher training in the chapter.
- Question: Can we add a link to fire extinguisher training in the chapter? (Zach Heiden)
  - Trent Amonett: A link to the CAS required trainings, which includes fire extinguisher training, will be added to the chapter.
- Trent Amonett: Small changes were made the emergency plan section.
  - Shawn Ringo: EH&S recommends that all employees:
    - Sign up for university-wide emergency notifications, and
    - Sign up for Facilities notifications for the buildings they work in, which may be more than one building.
    - Prepare for emergencies encountered most frequently but which may not be the most catastrophic. For most of us that is a power outage, but plan for people not being able to make it to campus because of snowfall; fire evacuation drills, routes and headcount; emergencies in labs and where eyewash stations and emergency showers are.
      - During power outages, desk phones will only last roughly 15 minutes. If your calls are forwarded to your cell phone, you will continue to get calls because ITS has backup power.
  - Question: Can we add the Facilities notification information to this chapter? (Zach Heiden)
    - Trent Amonett: That will get added.
  - The only other changes were for style and clarity, but this chapter will be tabled until suggested changes are made.
- Accident Prevention Program, Chapter 3. Changes were primarily made for style and clarity.
  - Ed Johnson: The section on employee responsibilities mentions mandatory safety training, and it’s unclear what that training is.
  - Trent Amonett: I will rework the chapter and provide a link to required safety training for all employees. I’ll make mention of any additional safety training required by units based on position.
  - This chapter will be tabled until suggested changes are made.
Next chapters on deck for edit and review are Chapter 25 on safety bulletin boards, Chapter 26, safety committees and meetings, and Chapter 29 on safety and health training.

SAFETY INSPECTIONS PERFORMED

- N/A.

SAFETY, HEALTH, AND SECURITY TOPICS DISCUSSED AND PROMOTED

- N/A

OTHER SAFETY, HEALTH AND SECURITY TOPICS DISCUSSED

- Trent Amonett: As requested, I followed up on fainting incidents for two separate units in the College.
  - A student fainted in the Chemistry stockroom, and I followed up with the Chemistry Dept. Safety Committee chair, who discussed the issue with the student. This was to rule out potential problems with the stockroom environment. The student who fainted was having problems with fainting spells not specific to Fulmer Hall and had been hospitalized for it prior to the incident.
  - Two individuals fainted in Biology 106 in a two-week period, and the problem they ran into was that WHITCOM doesn’t know campus and didn’t know where to respond. It’s been suggested that units post physical addresses in classrooms and instructional labs.
    - Shawn Ringo: There is a facilities roster on Facilities Services website under space management, but EH&S will work with WHITCOM to make sure they have building address by facility name.
    - Wade Lafferty: It would be good to talk about this at the ECSC meeting.