MEMBERS ("E" for employee, "S" for student, "M" for management)

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<tr>
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<th>DESIGNATION</th>
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<td>Amonett, Trent</td>
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GUESTS

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<tr>
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<tr>
<td>Courtney Meehan</td>
<td>College of Arts &amp; Sciences</td>
<td>Associate Dean</td>
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<td>Ringo, Shawn</td>
<td>Environmental Health &amp; Safety</td>
<td>Director</td>
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<td>Jeff Battaglia</td>
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<td>Industrial Hygienist 3</td>
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<tr>
<td>Tom Ebeling</td>
<td>Environmental Health &amp; Safety</td>
<td>Industrial Hygienist 3</td>
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INCIDENT REPORTS AND SUPERVISOR’S ACCIDENT INVESTIGATION REPORTS RECEIVED

- Trent Amonett: There are several incident reports to discuss since our last meeting.
  - Two incident reports were for animal bites, both in lab situations. The skin was pierced in both instances, one requiring stitches.
  - Two incident reports were for chemical burns in undergraduate instructional labs.
  - One lifting injury.
  - A staff member suffered repetitive-motion injury, which occurred over a period of time.
A staff member suffered injury from a collision with an immovable object in a restroom.

Mold growth in an unused room, so a slow water leak was not detected when the leak began.

- Trent Amonett: I will ask if Custodial Services would be willing to check on vacant/unused rooms to check for water leaks.

These reports are on the College of Arts and Sciences Safety channel in Teams for committee members to read. General > Incident Reports > Reports pending review. Reports discussed in meetings move from the pending file to reviewed files, separated by Committee meeting date.

ACCIDENT PREVENTION PROGRAM REVIEW, UPDATES, AND IMPROVEMENTS
SAFETY INSPECTIONS PERFORMED

- Future edits to the APP will be conducted by a sub-committee.
  - Sub-committee members are Trent Amonett, Zach Heiden and Ed Johnson are serving on that committee.
  - With no objections, the sub-committee stands and will share edited chapters with the larger committee for review either via email or on the Teams channel for this committee. Edited chapters will be voted on for publishing during regular committee meetings.
  - Wade Lafferty: Do you have a list of prioritized chapters?
    - Trent Amonett: We need to finish Chapter 4, and I plan to work on lab safety chapters first, after which we will tackle chapters dealing with things like ladder safety.

SAFETY, HEALTH, AND SECURITY TOPICS DISCUSSED AND PROMOTED

  - Call for any questions committee members might have or need for training.
  - Matt McCluskey: I found the Excel workbook for chemical inventory difficult to use. I keep my own chemical inventory as does every experimentalist in Physics. Do I have to use the format as used in the EH&S Excel spreadsheet?
    - Shawn Ringo: The program was intended to be easy, and it adds value in that it aligns your chemical inventory with fire code. You should be able to download the program, enable the macros (trusted source dialog box), and input your inventory on the input tab, you won’t run into any password-protected areas of the workbook.
    - Sheila Heyns: ISP had similar issues with the passcode protected areas and with the CAS [Central Abstract Service] codes. ISP experienced a lack of flexibility with the codes and compounds, causing a lot of manual work.
and making the process take longer than anticipated. Lastly, there was confusion in units between the two tabs, particularly with LN2.

- **Tom Ebeling**: The password problem most people are experiencing is a result of people attempting to type the material name in the CAS number column, which is not allowed by the program. If the item is in the table, the program will populate the name. Users should only be entering the CAS number and the quantity. Attempting to type in the name will result in a password-protected dialog box.

- **Shawn Ringo**: The CAS number is used because a lot of different names can be used for the same chemical, but the CAS number stays the same.
  - If labs want to populate the list with compounds that do have a CAS number, they can send a separate list, and EH&S will find a workaround. Additionally, EH&S will work on addressing the compound problem in future program upgrades.
  - The timing of the Lab Safety Commitment for Research, Teaching and Clinical Labs is important. Based on trends EH&S has seen with Labor & Industries (L&I), we could see more inspection vulnerabilities in our research labs. The reason behind this is that L&I has been inspecting sites based on worker’s comp. claims. For example, if a lab tech seeks medical attention because of a chemical exposure, L&I may inspect that lab based on the chemical exposure claim.
    - The chemical hygiene plan is the one line of defense in the laboratory environment during an L&I inspection.
  - **Zach Heiden**: How do we deal with standing SOPs for chemicals in labs with large inventories? Additionally, it would be helpful if the quantities in the spreadsheet were in grams or milliliters. The spreadsheet is in kilograms and liters. Conversions are time consuming, and most lab chemicals are in the smaller quantities. My biggest concern, however, is for SOPs for each chemical.
    - **Ed Johnson**: Can we not have standard SOPs for larger classifications such as acids, flammables, corrosives etc., eliminating the need for individual chemical SOPs?
    - **Zach Heiden**: Some chemicals have multiple functions. It basically comes down to how EH&S wants labs to handle SOPs. In looking at the examples, the SOPs were for individual chemicals instead of groups. There is also some concern that this requirement hasn’t gotten to Chemistry faculty.
    - **Shawn Ringo**: Chemicals can have different properties, which is what we wanted the signage to convey.
      - The Heiden Lab would be a good test case, and we could work through this with you to come up with ways to make the process easier.
Courtney Meehan: Is EH&S willing to run this test case with Zach Heiden first so that other faculty have a starting point? And are we OK on the timeline?
  - Shawn Ringo: Yes.

Does the Committee wish to include CAS representatives from both the Vancouver and Tri-Cities campuses on the Pullman CAS Safety Committee?
  - Wade Lafferty: For other colleges that have faculty at Tri-Cities and Vancouver, do those campuses have representatives on Pullman-based Level 3 safety committees?
    - Shawn Ringo: Voiland does, as does CAHNRS, and it’s productive. Facilities Services at other campuses have representation on the Pullman-based safety committee. Diverse experience contributes to the discussion and adds value.
  - Ed Johnson: How many from each campus do you anticipate having on the Committee?
    - Wade Lafferty: I had anticipated one representative from each campus. It’s unclear how we want to recruit; we may want to ask chairs and directors from science-based departments to recommend someone, and we may want to include chairs of unit safety committees in the discussion as well. I will work with Trent to come up with a plan on how to proceed on this.
  - Trent Amonett: Does anyone have any objections to this?
    - No objections noted.

OTHER SAFETY, HEALTH AND SECURITY TOPICS DISCUSSED

- The Office of Research August 2022 newsletter included IACUC SOP updates (p. 2), and the newsletter was sent with the meeting agenda.
  - For those units that work with animals, please review the updates, and please pass along the information to your respective units.
  - The newsletter can be found on the Teams channel for this committee:
    - College of Arts and Sciences Safety–Level 3 Committee > LVL 3 Minutes & Agendas > 2022 > 09.06.2022
- The bomb-threat guidance and telephone bomb-threat check list were discussed, and these documents were also included with the meeting agenda.
  - Wade Lafferty: I believe this document came from Gary Jenkins, and it was sent because of an increase in bomb threats around the nation.
    - Shawn Ringo: That is correct. Gary has heard this from his peers, and what he wants people to focus on is the third column, Receiving a Threat.
  - How to respond to receiving a bomb threat over the phone and getting appropriate information from anyone calling in a bomb threat.
o This will inform first responders of their approach in responding to the bomb threat.

- Ed Johnson: The police make the determination on the probability of the threat. The person receiving the call just gets as much information as possible and calls 9-1-1 as soon as possible. Is that correct?
  - Shawn Ringo: That’s correct. The goal is to have whomever it is that takes the call to obtain as much information as possible to pass on to the police: who the individual is, where a potential device is located, the likely severity of a threat, etc.

- Ed Johnson: Should the person receiving the call have the building evacuated? The bulletin is not clear on how to proceed.
  - Shawn Ringo: Call 9-1-1 first and proceed at their direction. I will follow up with Gary Jenkins and let him know.

o Please pass these documents to your respective units.

- They can be found on the Teams channel for this committee:
  - College of Arts and Sciences Safety–Level 3 Committee > LVL 3 Minutes & Agendas > 2022 > 09.06.2022

- Trent Amonett: I have a question about lab inspections. They are listed as an agenda item to discuss on the notes form, and I’m not sure what about lab inspections we’re supposed to discuss: do I merely announce that it was done, or is there something specific we need to talk about? I received a lab inspection from a unit that did one back in January, and I’d like some guidance.

  - Shawn Ringo: This forum is an opportunity to discuss lab inspections if there was some deficiency that needs to be corrected and the Committees opportunity to assist the lab or unit in addressing recurring problems that may be either lab, or facilities, or administrative-related problems. Alternatively, those issues can be directed to me, and we can talk about solutions and how to move forward.

  - Ed Johnson: This brings up an issue with unit safety committees and just how much authority unit committees have in doing research-lab inspections. It’s a potentially uncomfortable situation for unit committees to walk into research labs and declare they’re there to conduct a safety inspection. Are unit committees supposed to do that?

    - Shawn Ringo: That’s a department-level decision. The rule requirement is to inspect your areas at least annually.

  - Ed Johnson: That falls then on the individual PI, not on the safety committee?

    - Shawn Ringo: It’s not a requirement of the unit safety committee to conduct lab inspections. What a PI or a department may elect to do is to request the safety committee’s assistance in conducting the lab inspection. It’s a good idea to have people outside your lab help with inspections because over time, lab personnel may become immune to safety issues in the lab that need to be addressed. Additionally, problems or issues can be corrected such that things work, but those problems are not fixed
correctly. A fresh set of eyes can help identify these problems. Lab safety inspections are primarily designed to identify areas that need improvement and to provide research labs with assistance in improving lab safety. There’s no such thing as safety jail.

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<tr>
<th>SUBMITTED BY NAME</th>
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<tr>
<td>Trent Amonett</td>
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<tr>
<td>Todd Butler, Dean College of Arts and Sciences</td>
<td>[Signature]</td>
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