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

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<td>Makin, David</td>
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<td>Peter Engels</td>
<td>Physics &amp; Astronomy</td>
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GUESTS

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<tr>
<td>Anderson, Doug</td>
<td>Environmental Health &amp; Safety</td>
<td>Fire &amp; Safety Compliance Officer</td>
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<td>Jenkins, Rachel</td>
<td>College of Arts and Sciences</td>
<td>Administrative Asst. 3</td>
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<tr>
<td>Ringo, Shawn</td>
<td>Environmental Health &amp; Safety</td>
<td>Director</td>
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<tr>
<td>Shelton, Karla</td>
<td>College of Arts and Sciences</td>
<td>Asst. to the Dean</td>
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INCIDENT REPORTS AND SUPERVISOR’S ACCIDENT INVESTIGATION REPORTS RECEIVED

Incident Reports discussed:

- A WSU employee performing field work in Oregon was injured when helping the US Fish and Wildlife Service (USFWS) set up spring-loaded butterfly traps made of PVC. While setting up the traps, the USFWS volunteer released the tension on the trap, not being aware that the WSU employee had stepped away. The tension caused a PVC pipe to strike the WSU employee under the chin. The WSU employee sought medical treatment and suffered no jaw injuries but did suffer a concussion.
The Committee recommends that in situations where multiple people are working with devices or equipment containing stored energy, verbal communication is important in helping to keep people safe.

- A WSU employee performing field work in Oregon was injured while setting up cameras in the backcountry. The WSU employee fell while hiking, striking their right knee on a rock. The employee sought medical attention but appeared to have no lasting injuries.
  - The Committee recommends employees pay attention to their surroundings.
- A WSU student employee was injured while pruning dead branches when debris got in the employee’s eye.
  - The Committee recommends employees wear proper PPE when performing work where PPE is warranted.
- A WSU employee tripped while descending the stairs at Wilson-Short Hall.
  - Discussion about the stairs led the Committee to the conclusion that while the steps are likely original to the building, there is nothing inherently dangerous about them.
  - No contributing factors (on a phone, distracted, hands full carrying something) were written in the Incident Report that might have suggested a cause for the fall.

ACCIDENT PREVENTION PROGRAM REVIEW, UPDATES, AND IMPROVEMENTS

Trent Amonett discussed the work of the Accident Prevention Program (APP) sub-committee and the work done to edit APP chapters 17 (Lab Safety), 24 (Personal Protective Equipment), and 29 (Safety & Health Training) and moved to approve the chapters for publication. Prior to a vote, Grant Stormo commented that there are unclear abbreviations and a bad link in Section E of Chapter 17, so it was moved that the chapters be approved pending appropriate edits to Section E of Chapter 17 as described.

- The Committee approved Chapters 17 (pending edits), 24, and 29 for publication.

The departure of Zach Heiden from the Committee means the APP sub-committee is down a member. Ed Johnson, Wade Lafferty, and Trent Amonett agreed to continue to function as the sub-committee, and as suggested by Wade Lafferty, the sub-committee will tap subject-matter experts on the larger committee to assist as we move forward with editing chapters of the CAS APP.

- Grant Stormo will assist with editing Chapter 21 (Machine and Tool Safety) and with determining how best to integrate Lockout/Tagout into that chapter.
- The sub-committee will also be working on Chapter 6 (Bloodborne Pathogens).

Karla Shelton asked who maintains the APP, and Wade Lafferty responded by saying that while Environmental Health & Safety (EH&S) maintains the Safety Policies and Procedures Manual (SPPM), the APP is maintained by the CAS Safety Committee. It is unique to the College of Arts and Sciences as it addresses safety issues that are specific to the work and research that CAS does. Once all the chapters have been edited and published, the Committee’s goal is to review each chapter once every three years to accommodate changes in the College and changes in safety policies and procedures.
Access to the College of Arts and Sciences Accident Prevention Program can be found at the College safety website in the left-hand column.

- [https://cas.wsu.edu/safety](https://cas.wsu.edu/safety)

Current APP chapter edits are in the Teams channel titled, College of Arts and Sciences Safety Level 3 Committee in the CAS APP DRAFTS current edits folder.

- If anyone has questions about access to the APP folder on Teams, please contact Trent Amonett at tramone@wsu.edu.

In discussions about where the CAS APP is located online, Ed Johnson mentioned that the CAS safety website is difficult to find and asked that the link be moved to the left-hand column that is located on the CAS website landing page.

- Wade Lafferty will follow up with the Communications team about the safety link.

**SAFETY INSPECTIONS PERFORMED**

- None discussed.

**SAFETY, HEALTH, AND SECURITY TOPICS DISCUSSED AND PROMOTED**

- A new safety concern reporting tool is now live on the CAS safety website at https://cas.wsu.edu/safety. It’s a large, red link located at the top of the right column.
  - The report can be submitted anonymously.
  - Photos can be uploaded and submitted.
  - Submitted reports are forwarded via email to Wade Lafferty and Trent Amonett, who will work with EH&S to determine a course of action.
  - Wade Lafferty mentioned that this is for anything that someone sees that’s unsafe in a building or outside on campus somewhere.
  - The plan is to advertise the tool on the weekly Monday Catalyst email.
  - The tool will be changed such that a concern can be submitted for any location, not just a concern associated with a building and room number.

- All CAS units are required to have first aid trained personnel on site, per location per work shift. Shawn Ringo said the goal is to have someone available to provide interim care until emergency responders arrive.
  - See SPPM 2.40 for more information.
  - Both EH&S and University Recreation offer first aid courses that include first aid training, CPR training, and automated external defibrillator (AED) training.
    - EH&S first aid training.
      - The cost is $50 per employee or student.
      - EH&S conducts a hybrid training where a portion is taken online, and the CPR and AED portions are live.
      - [https://ehs.wsu.edu/workplace-safety/ohs-services-resources/cpr/](https://ehs.wsu.edu/workplace-safety/ohs-services-resources/cpr/)
• University Recreation first aid training.
  • The cost is $50 per employee or student.
  • https://urec.wsu.edu/programs-classes/trainings-certifications/
    o Shawn Ringo mentioned that this requirement does present a challenge where employees
      are sent out to do work, as in units that do fieldwork, or in work areas where people come
      and go, such as in labs. In such cases, units may elect to require more people to have first
      aid certification.
    o Doug Anderson stated that CPR and AED usage go hand in hand because CPR needs to
      be initiated while someone retrieves an AED.

• AEDs are now installed in six CAS buildings, and Wade Lafferty said that the considerations
  about where to install the AEDs had to do with spreading them evenly throughout the CAS
  campus footprint while also considering which buildings see a lot of foot traffic. The eventual
  goal is also to expand the number of buildings with AEDs.
  o The buildings and locations are:
    ▪ Abelson Hall, second floor
    ▪ Webster Hall, third floor
    ▪ Fulmer Annex, second floor
    ▪ Thompson Hall, ground floor
    ▪ College Hall, first floor
    ▪ Kimbrough Hall, first floor
  o Signage will be posted on some exterior doors, on evacuation maps for floors that have
    an AED, and in building elevators indicating the floor the AED is on.
  o Francis Benjamin mentioned that the Carson College of Business has installed an AED in
    Johnson Tower, which is where Psychology and PPPA are located.
  o Doug Anderson said that all law enforcement vehicles have AEDs, so if police arrive on a
    scene, they have an AED.
  o AEDs do require maintenance on the batteries and the pads. The College will be covering
    the cost of maintenance while EH&S will be handling the physical maintenance
    associated with battery and pad replacement.

• Shawn Ringo discussed the new Labor & Industries (L&I) rule change for working in hot
  weather.
  o The new rule has taken effect for employees working outside in 80°F temperatures or
    higher at any time of year. (While the new rule does not apply to indoor temperatures, the
    general duty clause does apply to indoor conditions.)
  o At 80°F degrees or higher, supervisors must…
    ▪ Encourage and allow employees to take preventative cool-down rest periods.
    ▪ Provide shade or other sufficient means for cooling down.
    ▪ Provide drinking water that’s suitably cool.
    ▪ Closely observe employees not acclimatized to the heat for 14 consecutive days,
      and this includes new employees, employees returning from absences, and all
      employees during a heat wave.
• Heat waves are days when the temperature will be at or above the action levels and at least 10°F higher than the five-day average highs.
• Close observation is defined as regular communication with employees working alone, such as by radio or cellular phone; a mandatory buddy system; or other effective means of observation.
  o At or above 90°F, in addition to the above, supervisors must also…
    ▪ Have a plan to monitor employees.
    ▪ Require employees take 10-minute cool-down rest periods every two hours.
    ▪ Closely observe employees for signs and symptoms of heat-related illness.
  o At or above 100°F, in addition to the above, supervisors must also…
    ▪ Require employees take a 15-minute cool-down rest periods every hour.
  o Heat exposure training is required yearly, and on the Pullman campus, that typically begins in April.
  o A new L&I wildfire smoke rule is expected in the future.

• Included in the email with the agenda was a link to the EH&S template library, which is beneficial for labs with chemical inventories and should make things easier for individual labs to create chemical hygiene plans.
  o https://ehs.wsu.edu/soptemplates/
  o Shawn Ringo said that EH&S created broader categories of chemicals to help labs with larger inventories.

• Also included in the email that went to committee members is an updated L&I DOSH violations list for WSU, system wide.
  o Fines are initially based on the likelihood and potential severity of a given offense.
    ▪ Fines are associated with serious violations, where the injury or potential for injury could have resulted in disability, dismemberment, or death.
    ▪ Fines are not typically associated with general violations, which are administrative in nature, or in such cases where the injury would not likely have resulted in disability, dismemberment, or death. However, repeat general violations may be subject to fines.
  o Fines can be levied for repeated violations, regardless of where previous violations occurred in the WSU system. Fines increase with each recurring violation.
  o Monetary fines are the responsibility of the individual unit where the violation occurred.
  o DOSH violations fall off the violations list after three years.
  o WSU is currently high on violations associated with:
    ▪ The lack of an eyewash station within 50 feet or ten seconds of work that requires an eyewash station.
    ▪ Work areas not having safety data sheets and proper labeling for secondary containers.
  o Shawn Ringo made mention of the fact that chemical names can be abbreviated on secondary labeling, but any chemical abbreviations need to be documented in the lab.
OTHER SAFETY, HEALTH AND SECURITY TOPICS DISCUSSED

- Wade Lafferty moved to have the meeting minutes from April 21, 2023, approved, and Ed Johnson seconded. The Committee approved the minutes as written.

- New members of the Committee introduced:
  - Peter Engels, Physics and Astronomy
  - Denise Hopkins, School of the Environment
  - Charles Knaack, School of the Environment
  - Kris Rollins, School of Languages, Cultures, and Race

- Wade Lafferty nominated Trent Amonett as co-chair of the CAS Safety Committee.
  - The Committee approved the nomination of Trent Amonett as co-chair for the year.

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<tr>
<td>Todd Butler, Dean College of Arts and Sciences</td>
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