

CAHNRS SAFETY MEETING MINUTES

January 8, 2008
Hulbert 409; 11:10 a.m.

Attended by: Sheila Brooks	Ag Research Center
Karen Hansen	ARS
Martin Chilvers	Plant Path
Tatum Weed	Statistics
Sally Hasher	Entomology
Rich Villa	Animal Science
Pat Carpenter	Ext. Pub & Printing
John Mathison	Crop & Soil Sciences
Jerry Weber	Animal Science

Unable to Attend: Ben Weller

Rich Villa, Chair called the meeting to order at 11:10.

The December 11, 2007 minutes were approved.

Announcements:

1. Most of you have already read in *WSU Today* that the U. S. Department of Homeland Security is requiring all universities to conduct an inventory of chemicals and to report, by location, those that are on a list of chemicals of interest. The attached memo from Vice-Provost for Research Petersen provides information on this requirement. Questions should be directed to John Reed at Environmental Health and Safety (EH&S) (johnreed@wsu.edu), 509-335-3041. There are several individuals at the EH&S phone number who can answer questions, in case John is not available.

For individuals located at any of our locations other than those located in Whitman County, please contact Craig Root (croot@wsu.edu), (509) 663-8181 ext 230. Craig is also with EH&S, but is located at Wenatchee with responsibility for all of our locations other than those in Whitman County.

I have copied below the specific actions required by DHS and WSU. Note that action item 1 appears to require every member of the faculty, staff, contactors, and tenants who use, store, or distribute chemicals in WSU facilities to register at the EH&S website and to complete the questions that are asked. I received a clarification on this point from John Reed. He wrote that "WSU doesn't need EVERY person who works with chemicals to register on line. ONE person from

each work area (e.g. a lab or a shop) must report those chemicals. That is, a researcher (or his/her designee) who is responsible for a lab would register and complete the information for that lab. It is not necessary (or desirable) for every person working in that lab to report on-line.”

The actions listed (1 through 3) must be completed by January 31, 2008.

Item 5 asks that copies be sent to the department chair and dean. Please provide copies to the department chair and to the R&E Center Director, as applicable. The copy for the Dean should be sent to the Agricultural Research Center, campus zip 6240, attention to Sheila Brooks.

Thank you for your attention to this requirement.

Action Steps copied from J. Petersen DHS Inventory Memo:

Required Actions:

1. Have faculty, staff, contractors, and tenants under your authority who use, store, or distribute chemicals in WSU facilities register at the following website
<http://www.ehs.wsu.edu/chem-inv>
 2. If they have DHS chemicals of interest (COI) have them complete the inventory form provided at the website.
 3. If they do not have DHS chemicals of interest have them complete the No COI form provided at the website.
 4. **Have them submit their forms to EH&S at Mail Stop 1172 no later than January 31, 2008 and have them retain a copy for their records.**
 5. Have faculty and research staff submit copies to their Department Chair and Dean. Please call EH&S at (509) 335-3041 if you have any questions or need additional information.
2. An attached memo with the agenda previously sent out talked about a new requirement for commercial shipment of hazardous materials. This new directive will require certain people to be trained who pack said materials, or if they are involved in shipping certain quantities of hazardous materials involving commercial shippers. If you are simply transporting something to a farm it is not considered commercial and a commercial driver's license is not needed. If there are any questions regarding outlying areas trying to ship out, or further information needed call Brady Allen in Receiving and Delivery at 335-4529.

Current Issues:

1. The question came up as to who should pay for first aid training. Upon investigation of the SPPM's of S20.32, S50.10, S25.20, S20.10, and S20.20, the department is responsible for the training. The Supervisor is responsible to name those who need the training. According to WAC rules first aid training is a requirement, not an option. Safety committees have the right to request funding

from the department chair for this training. Many departments use operation funds.

For first aid training dates go to the UREC website at: http://urec.wsu.edu/activity_detail.aspx?id=319 . Otherwise the local Pullman Fire Department can do a class if you are able to gather at least 8 for a class. They don't all have to be from the same department. Brenda at: 332-8172 organizes the training times for the fire department.

The research and extension centers have often used their local fire departments. Contact Craig Root or Kris Redding if direction is needed.

2. Reminders: Now is a good time to be sure your first aid kit is up to date. Central Stores have a variety of sizes. Also change your batteries in your flashlights or other emergency equipment.

Now is a good time to update your ERP, COOP Plan, Accident Prevention Plan, and the MSDS sheets, especially in view of the chemical inventory assignment.

3. Open Discussion:
Beware of winter conditions while driving or walking. Be sure your vehicles have the proper tires.

For Vehicle Emissions Tests and Inspections:
The Motor Pool reminds WSU Departments to schedule emissions tests and annual inspections for department-owned vehicles. Contact Brad Hill at 335-9091 or bwhill@wsu.edu.

Shirley Collier scollier@wsu.edu

There is a possibility of the certification for the annual vehicle inspection done by the departments, however be aware there is a lot of paperwork that needs to be done to do the certification. Contact Rick Fadness on the requirements.

4. Incident Reports are now done on line. Supervisors are required to do this within 24 hours.
<http://www.wsutoday.wsu.edu/pages/publications.asp?Action=Detail&PublicationID=4597>

The meeting was adjourned at 11:49.