

CAHNRS SAFETY MEETING MINUTES

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

Attended by: Sheila Brooks	Ag Research Center
Bruce Davitt	Natural Resource Sciences
Karen Hansen	ARS
Martin Chilvers	Plant Path
Scott Mattinson	Hort/LA
Tina Eads	AMDT
Charli Hochsprung	IMPACT
Jon Mathison	CSS
Mike Costa	IBC
Jerry Weber	AS
Tatum Weed	Statistics
Dennis Gransbery	USDA/ARS

Unable to Attend: Rich Villa

Sheila Brooks, Secretary called the meeting to order at 11:11.

The March 11, 2008 minutes were approved.

Announcements: There is a change to the SPPMs on Forklift training at: http://www.wsu.edu/~forms/RevisionMemo_Contents_SPPM.html. The new section provides departmental and employee responsibilities for forklift safety and training.

Current Business:

1. Incident Reporting on line: Jamilee Gecas was not able to come today due to more training regarding the Incident Reporting on line system in Spokane. We hope to have her in September to give us the up to date process. Meanwhile she has sent her presentation (attached) for help until our next meeting in September. Rich Villa was not able to attend due to a fall from a ladder and a possible broken wrist but stated using the new on line system was very easy as it has instructions along the way. We look forward to Jamilee's visit in September.

It is suggested that one person per office/area be assigned to enter the incident reports as whoever enters the electronic reports will be the only one that can access them again on line. For instance if there is further information to be added

due to days missed at work etc., then only the original person that entered the report can retrieve the report and enter the additional information.

2. University Health & Safety update:

- a. There will be a full test of the Emergency Management system Wednesday, April 9th. This will involve not only the alarms but your personal phone/text listings as well. Please follow the instructions to tell your alert that you have received it. Then the alert will not precede any further to the next listing for you. If you have not signed up to receive the alerts please sign up on myWSU.
 - b. An arrangement has been worked out for an evacuation chair with the Athletics Department and Fac Ops. The Pullman Fire department does not have an evacuation chair on their trucks due to room constraints. It will take a shorter time for Fac Ops to get the chair and help the stranded person out than wait for the Pullman Fire department to load their chair and come up to campus. Outside of football season the chair will be stored at Fac. Ops.
 - c. The committee has worked hard to rewrite the bylaws of the committee. After final approval by Rich Heath they will be posted on the President's web site under "committees."
 - d. The committee is concerned with the new dorm that is slated to be built. While the bldg. design seems to be approved, there does not appear to be any designs for sidewalks or more lighting. They are requesting the designers to come to the next meeting. The committee hopes to get something in place that requires pre approved sidewalks and lighting along with the building plans. They also want to identify priorities for signage and who pays for what.
 - e. April 14th the Vet College, College of Pharmacy, and the Life Sciences library will practice an all building evacuation.
 - f. It was suggested if there is an evacuation someone should be appointed to go to the fire truck to see when they can reenter the building. That person should go back and tell their group it's safe to reenter.
3. Kudo's to Tatum Weed for starting a Neill building safety committee when there had not been one in place for quite some time. Thank you Tatum.

Meeting was adjourned at 11:30.