**CAS Safety Coordinating Committee**

**Meeting Notes-March 21, 2013**

1. **CALLED TO ORDER at 2:00 pm**

Introductions – John Talbott, incoming Assistant Director, OAES

**In attendance-** Kevin Buch, Frank Chaplen, Carol Cole, Dan Curry, Jim Ervin (greenhouses), Lowell Fausett, Dan Kermoyan, Tim Weinke. Staff: Jan Auyong, Carrie Burkholder

**Absent**-David Bohnert (EOARC), Helen Diggs (OSU Vet), Dan Kermoyan (EH&S)

Approval of previous meeting’s minutes - passed

Announcements - Boat Oregon training for FW Club, April 6 (Buch)

1. **Unfinished/OLD BUSINESS**

* Reports
  + CAS Unit Administrators presentation – Jan Auyong

**February**

1. Patrick Hughes, OSU Risk Management Officer, outlined post SB242 OSU risk environment and described the new Enterprise Risk Services group, which will include the former units of Risk Management, EH&S and Emergency Services (to be co-located at Oak Creek). He indicated an increase in deductibles effective January 2013: $5,000 per property loss and $5,000 for liability for non-OSU employee, both up from $2,500. Employees are still covered under workman’s comp if it is a work related injury.
2. Bill Boggess indicated that CAS has about 10% risk exposure within OSU.
3. Group Discussion - An ARS representative on the SCC is critical due to collaborative efforts. Questions posed about training and safety issues related to federal employees working in our buildings and faculty and students working in federal buildings, and how to document nonOSU folks who do not have ONID accounts.
4. After the meeting, CAS forwarded an email containing a DO memo laying out immediate requirements, along with a number of url’s for CAS, EHS and OSU safety resources.

**March**

Our safety program update covered three items:

* + - * 1. **LESSONS LEARNED from accident reports**

Student supervision

Chemical posting and WPS training

* + - * 1. **BEST PRACTICES**

We highlighted safety work by Christina DeWitt at Astoria SFL, and provided the link to their website resources (requires an ONID account)

* + - * 1. **QUESTIONS UNDER INVESTIGATION**

Our responsibilities relative to NON-OSU employees, visitors, students

* + Accident reports, January/February – Jim Ervin and Carrie Burkholder
    - HORT mold inhalation
    - BPP dislocated shoulder during research training (overseas)
    - Lesson: Sea Grant worker cut hand badly using inappropriate tool
    - ***Follow-up - Jim and Carrie will check with units***
  + Safety training documentation – Carrie and Jan
    - Acknowledgement of Safety Rules sheet [ja]
      * ***Ask EH&S for item 18: Specialized / supplemental CAS items***
      * ***Ask EH&S if will review and/or approve for position***
    - Annual farm inspection checklist – ask all farm groups to review [cb]
    - ***Farm training topics checklist need all farm units to submit review,***

i.e., MCAREC, MES, NWREC, SOARC [cb]

* + - Animal production training topics checklist – DB to forward information
    - Risk inventory checklist - **tbd**
    - **Questions**
  + Where to locate available resources, e.g., tractor training, etc.?
  + Is there an online system that integrates non-OSU people?
  + Unfinished Business
    - SCC vacancies/gaps and nominations for open slots - deferred

1. **NEW BUSINESS 3:00 pm**

* Safety presentation given to CSS – Dan Curry
* Safety Manual – deferred (link on <http://agsci.oregonstate.edu/research/safety> )
  + Group asked to propose edits for Section 1 (administrative policies/procedures)
  + And identify omissions or layout based on Table of contents

1. **REVIEW Assignments 3:30 pm**

**ACTION ITEMS:**

* + - 1. BY mid-April:
         1. Carrie/Jim to check on follow-up to accidents in first quarter
         2. Jan to ask EH&S for an Acknowledgement item 18 & supplemental sheet
         3. Recruit APRIL SCC: Laboratory safety– **Craig Marcus (EMT) and Frank Chaplen (BEE)**
         4. **ALL** review Section 1 of the existing Safety Manual
      2. By end of MAY:
         1. Jan to recruit ARS ex-officio member (Tom Garbacik, FACIL MGMT SPECLST

541-738-4010, [Tom.Garbacik@ars.usda.gov](mailto:Tom.Garbacik@ars.usda.gov))

* + - 1. By end of JUNE:
         1. Carrie seeks to have farm checklists review completed by June 30

Annual Farm Safety Inspection

Farm training topics

1. **NEW MEETING TIME at 10 – 11:30 am, same day (3rd Thursday)**

**OTHER ACTIONS to consider:**

Online safety manual reorganized in the fashion of the Curry model

A FAQ page at some point for the CAS website for common questions.

A “submit anonymous comment or question” field?