

CAS Safety Coordinating Committee
Meeting webMinutes

January 16, 2014

Strand 134 Conference Room and videoconference

Meeting was called to Order at 2:05 pm

In attendance: Buch, Burkholder, Chaplen, Cuevas, Curry, Fausett, Garbacik, Kermoyan;
(videoconference): Auyong, Bohnert, Cole, Weinke, Wiseman

Guests: Blaine Baker, Mike Bamberger

I. Updates, announcements, new agenda items

1. Animal facility disaster plans

- i. All ANRS facilities have developed and submitted plans and training records to IACUC. Appropriate survival kits, as required under disaster planning, were compiled and Lindsey Hollinger prepared a resource and source list for future use
- ii. Plans have been submitted also by EOARC (both Burns and Union) and COMES-Newport/fisheries lab ("Pizza Hut). No additional plans are required for FW Cooperative Units, the Salmon Hatchery, or shellfish greenhouse at HMSC."

2. Evacuation plans.

- i. Mark Keller, Withycombe bldg. mgr., is clarifying whether ANRS should also look out for the auditorium area.

3. EH&S Update – Kermoyan

- i. EHS is attempting to visit campus labs as there are many new people and new equipment to review.
- ii. CAS would like to arrange for station self audits starting FY15, coordinating with EH&S or Research Compliance visits when possible.
- iii. Bohnert asked EH&S for help with proper respirator fits and medical tests for personnel at branch stations, particularly better guidelines on what procedures and equipment are required and suggestions on resources. Branch station staff are uncomfortable doing the fits without a refresher course or having a trainer on hand. Local hospitals need to know exactly what is needed for the medical tests. Kermoyan will forward medical evaluation criteria and resource information.

4. Recent University Safety Committee meeting – Carrie B.

The UHSC discussed safety checklists for Office/classroom and Laboratory, annual comparisons of accidents, and normalizing the data relative to the increase in employee numbers.

II. Report on Action items from the November meeting:

1. The SCC discussion on accident follow-up criteria included: a) no duplicative effort with HR or EH&S, b) available information does not indicate sufficient amount of follow-up proposed by units, c) activity might inform a broad suite of units regarding repetitive incidences or a serious type of incident. Kermoyan indicated that a unit leader, rather than an office manager, should sign accident

report forms. EH&S (Kermoyan) will plan to send copies of follow-up reports for CAS units.

2. Per Bill Boggess, the SCC should continue to focus upon AES stations and integrated research/Extension centers.
 3. While OUS policy requires annual inspection and maintenance of unit-owned vehicles by a qualified person, the code does not specify what constitutes “qualified” or “certified.” Units should self-determine if they need to seek outside expertise. Two federal inspection samples (USDA/ARS and FEPP programs) will be shared with units.
 4. Dan Curry and Sara Monk have developed a Corvallis farms Blackboard (BB) safety training site. Department head John Killefer indicated that ANRS will augment the site to include relevant animal handler and facility safety training. Monk and Hollinger are collaborating with Kay Miller, EH&S training manager. SCC staff will continue to look for additional modules that can be incorporated into the BB system.
 5. Burkholder continues to work with Mike Sreniawski, EH&S, to ensure a complete inventory of CAS/OAES Confined Spaces.
- III. New Emergency Preparedness Manager – Mike Bamberger
Bamberger gave a general presentation on his direction for Emergency Management at OSU. The focus is to safeguard people in cases of evacuation, lockdown, or shutdown. He will meet with college personnel to develop a college level emergency plan and to solicit their disaster priorities. He is testing his strategy and draft template with two entities, HMSC (Jim Lewis) and Dining, before pushing them out to the rest of the university. He plans to learn how branch stations and Extension offices work with local entities to remove jurisdictional obstructions and ensure efforts work seamlessly.
- IV. Botany & Plant Pathology Laboratory Safety – Blaine Baker
Baker spoke about his experiences as a safety coordinator. BPP keeps training documents in employee files, but would like better access to EH&S training documentation to augment unit files. Staff turnover can make it difficult to ascertain that all suggested training was taken. Baker plans to review efforts related to lab safety.
- V. CAS Annual Safety Memo and Unit Checklists – Carrie Burkholder
Burkholder reviewed last year’s memo with the SCC and she will provide edits to Bill Boggess, CAS Exec Assoc. Dean, for his approval and distribution to units this spring, along with a modified unit checklist.
- VI. NEW ITEMS**
1. A question was raised about FW folks stationed at HMSC that are not under COMES or MMI. Who should review safety topics or be responsible for their safety training? Who has responsibility to coordinate with HMSC/CAS requirements? Staff will review points with FW.

Meeting was adjourned at 3:25 pm.