

**CAS Safety Advisory Council**  
**Bi-monthly Meeting Minutes**  
**May 21, 2015**

In attendance: Carol Cole, Tim Weinke, Seth Spencer, David Bohnert, Gretchen Cuevas, Carrie Burkholder, Scott Culver, Frank Chaplen, Lowell Fausett

**Updates**

- Carrie provided EHS update as no representative from their office was at this meeting. They have hired full time IT person with tasks including redoing the website and to implement more on-line trainings. Carrie showed some changes to the EHS website that will prove to be helpful as they progress. Training needs option will be helpful to determine needs of individual users but is a work in progress at this time. Would be helpful for other regulators to work with EHS to develop the site to overlap the needs of IACUC, etc. and to provide notification to each office as training is completed.
- Field Work Safety Group – OSU policy and resource guide in the works and hopeful that it will be completed soon. There is discussion regarding having Department heads sign off on all field work. Supervisor of record should be responsible for what their employees are doing. There needs to be consequences for lack of compliance. Carrie would like to have a Best Practice web area/sheet that would be given out to all which would reference the information.
- Carrie will be setting up a similar cross-campus group to work on developing training and resources for large farm machinery.

**Accident Report Review**

- April and May accident reports – incidents discussed. Since field season is coming, the Ag incidents will likely increase.

**New Discussions**

- Overview of recent HMSC Safety Forums – Carol Cole: HMSC/COMES site is 49 acres of dredge fill surrounded by water. Includes OSU, NOAA, ODFW, FW, EPA, USDA, Ship Ops. Discussions in their safety meetings are varied depending on who is in attendance and what is going on at that time. Sometimes communication between the varied groups in the facility can be challenging. Because of diverse entities it is difficult to disseminate information to all that work on the site.
- EHS Safety Instruction on Safety Committees – The University Health and Safety Committee meets OSHA compliance for all OSU units. CAS SAC recommends that our units either have an OSHA type safety committee or a safety program that incorporates the UHSC, the CAS SAC, specific safety personnel, and their employees. Carrie is drafting email to CAS units describing options and to share the new safety instruction. She will then follow up with them to determine level of compliance. Need to get better at communication between EHS and Units and our Safety group.
- International Travel – currently Risk Management and the Office of Export Control have international travel resource pages. Recommended that there should be one place for travelers

to enter information and then it would go to whatever support unit can provide needed resources. The conflicting and duplicate information is difficult to track.

**CAS SCC Meeting Schedule for 2015/16 – Location TBD**

July 16, 2015

September 17, 2015

November 19, 2015

January 21, 2016

March 17, 2016