

**CAS Safety Advisory Council
Meeting Agenda**

September 17, 2015 1:30 – 3:00
Strand 168

In attendance: Seth Spencer, Dan Curry, Carrie Burkholder, Kevin Buch, Jim Ervin, Mike Sreniawski, Gretchen Cuevas, Penny Diebel, Carol Cole, Jeff Wiseman, Tim Weinke

Updates

- Bridge LMS/Canvas/Training software. Carrie Burkholder is working on the online training system to replace Blackboard – they have tabled the Canvas partner previously under consideration. In interim will be attempting to use Canvas to see if that will work rather than bringing in something new. Diebel mentioned that Career Center is looking into tracking training with Canvas as well and encouraged the safety group to keep looking at Canvas to identify options.
- Lab Safety Assessments – early Fall, educational & resource oriented. Chemical inventory is progressing well. Some clean up issues to resolve but moving along. Lab inspections are also progressing well.

Review UHSC meeting and accident reports

- Burkholder/Sreniawski: Accident reports – since the reports are screened by the University safety committee it is felt that this committee does not need to spend a large amount of time on reviewing our reports. Carrie will send monthly reports and asks the committee to review and bring to the group if there is need for discussion or follow through. Accident reports will be distributed and Carrie B will ask for feedback of any that should be included on the meeting agenda for the following month
 - **May, June, July, Aug accident reports** – Lots of bee stings and tick bites. Reminder should be given to those working out of doors to implement and enforce dress code. Also PPE when working with mowers and trimmers.

Action item follow-up / Old business

- **HMSC new safety communication strategy.** Carol Cole has worked to develop a clear line of communications between the safety group at HMSC and this group. Has access to the HMSC Directors email list now which is a good way to get information out to the whole group as per our requirements. They are still working to get the word out to the HMSC folks to get more people to their meetings. – not much success.

New Business

- **Accident/Incident Reporting and Investigation/Safety Instruction.** Discussion led by Mike related to safety reporting with EHS vs OSHA. Discussion of types of injury and reporting status – medical attention, etc... OSHA requires an investigation with any time loss injury. Mike is working to streamline the processes involved with safety reporting. All forms are on the EHS website. Mike asked Carol to put together some sort of line of communication chart for the OSU group at HMSC.
- **Tractor citation and tractor safety/training.** Burkholder: Monetary citation received from OSHA related to tractor citation at Lewis Brown Farm – what did we learn? Importance of getting information regarding our safety guidelines to all levels. We could have had a warning had the compliance officer

felt that those involved had knowledge of the program. Carrie has suggested that units come up with their own basic safety sites for their employees as well as perhaps a safety newsletter.

- **Training records** – this incident did highlight the need for records. Compliance officer asked for three years of training records and we were able to produce thanks to Dan Curry's diligence in getting a system established. Discussion regarding the hope that OSHA will let EHS know when they are on campus. Doesn't happen often but EHS wants to be very transparent on our safety protocol. Mike S. expects one surprise inspection by OSHA each year.
- **Agreements for equipment sharing** – It is recommended that when units share equipment with outside entities they have in place a written agreement. There are templates for such at Risk Management.

Other Notes:

Mention by Carol of the deductible for renting through motor pool vs rental car. 5K deductible applies to motor pools but Enterprise/OSU contract has zero deductible. Under consideration by the university

Frank Chaplen has left the committee due to other duties. We need to replace him with a lab based member. Horticulture is a possibility.

EOP (Emergency Operations Plan): Carrie is continuing to work with Mike Bamberger on the development of the plan. Waiting on Extension's review because they want the uniformity for the shared units. Will present the plan at the November meeting and try to get Bamberger to join.

Teaching Labs: Diebel brought up issues for long term planning for the safety of teaching labs. She will ask for input from this group. We can send input directly to Dave Lewis.

Kevin Buch mentioned that the Office of Research Integrity has developed flyers for each one of their areas. He would like a point of contact for our research units so he can get the flyers into faculty mailboxes.

CAS SCC Meeting Schedule for 2015, 2016 – Strand 168

November 19, 2015

January 21, 2016

March 17, 2016

May 19, 2016

July 21, 2016