

# CAS SAFETY COORDINATING COMMITTEE

MINUTES - July 18, 2013

**Attendees:** Jan Auyong/Carrie Burkholder (CAS), Dave Bohnert (EOARC), Kevin Buch (OSU DSO) , Jim Ervin (Greenhouse), Lowell Fausett (CAS Architect)

**New Members:** Dave Jacobson (COMES/Banks genetics lab), Jeff Wiseman (HMSC/AMBC)

**Meeting called to order by Jan Auyong at 2:10 pm**

## Unfinished/ Old Business

- I. Review UHSC meeting and accident reports - Ervin
  1. Note that Supervisor is required to follow-up on all time-loss accidents
    - i. However, little information is available in written form to advise supervisor other than what is on an Accident Report form.
    - ii. We will develop a news item via Safety Contacts
    - iii. Ervin will assist Burkholder with tracking of incidences and follow-up with Unit Leaders, requesting
      - Consultation with unit leader,
      - Documentation for time loss/medical treatment,
      - Report back to SCC
  2. Incident: Spray bottle broke and sprayed adjacent people. Why did bottle fail and why were others sprayed? Carrie and Jim will research
  3. Accidents of interest - all
    - i. Needle punctures require many steps
    - ii. Boat accident involved unlogged participants. Float Plan closure needed.
- II. Past action items review
  1. Update on head count for Safety in Motion training – Hopefully to be held in September
  2. Burkholder sent Log 300 information to Safety Contacts. However, some details are still unclear: Is posting needed at non-Corvallis sites? If so, where should it be posted since confidential information is included on form? Different requirements for groups with less than or more than 10 employees.
  3. Recruiting beta testers for Qualtrics system (SFL, BEE, farm managers) is on hold until the system is ready
  4. Suggestions for documenting /tracking training – Burkholder
    - i. What requirements for county/state and fed partners?
    - ii. How to manage the different requirements?
  5. *CAS Unit Administrators Meeting - NEXT topic and presenter – tabled to next meeting*

## III. New Business

1. EOARC Burns fire – Bohnert
  - i. Staff and fire department were able to limit damage but fire affected one of two wells on property as well as power grid to labs/shops, etc. Cause is unclear, probably electrical.
  - ii. Station procedures include:
    1. Safety Committee is informed of all incidences

2. Station and ARS directors discuss with staff what needs to be done to correct and to avoid in future
- iii. Issues:
  1. Slow response by Risk Management for claim affected station's ability to get reimbursed for repairs.
  2. There was discrepancy between station's inventory and that with OSU, which will affect reimbursement or coverage.
2. Branch Station Farm Training Menu – Auyong
  - i. Still need confirmation from SOARC, COARC, NWREC, MCAREC, MES
  - ii. Animal Care Disaster Plans required (ALAC review result) – Aug deadline
    1. Disaster training now required and training documented
    2. All training must be available **onsite**
  - iii. Draft has been provided to Kermoyan who liked and provided additional items
3. CAS Unit Safety Checklist – Burkholder
  - i. A few units are still missing, Carrie to send reminders
4. OTHER
  - i. Questions regarding acceptable or certified trainers
    1. Respiratory fit training – what is certified or acceptable training? How flexible on source of training/trainer?
    2. WPS?
      - a. What training for campus supervisors when no unit safety committee? With whom do they discuss? Need information to be more consolidated and easier to find, for accidents as well as in general.
  - ii.

#### **IV. Action Items**

1. Carrie and Jim will draft process and procedures for CAS accident follow-up as it pertains to the SCC.
2. Kevin Buch will be asked to submit a news items on needs related to boat float plans
3. Carrie will contact Kermoyan on when Qualtrics system will be ready
4. Any follow-up to Burns fire needed?
5. JA will confirm farm training menu with SOARC, COARC, NWREC, MCAREC, MES
6. JA will check on submissions of Animal Care Disaster Plans (August deadline)
7. Carrie will continue to chase unit inventories
8. Ervin to check on trainer certifications for WPS and respirator fit. Flexibility in system?
9. Staff to research and distribute information on training or resources for supervisors
  - i. Available now: EHS new employee checklist, supervisor checklist from HR
10. JA ask EHS for SFY14 branch station assessments schedule/locations and contact

#### **V. Next Meeting**

September 19, 2013. We will be going forward with bi-monthly meetings held the third Thursday of the month from 2:30pm-4:00pm.