

**CAS Safety Coordinating Committee
May 16, 2013**

In attendance: Jim Ervin, Dan Kermoyan, Carrie Burkholder, Jan Auyong (via videoconference), Carol Cole (via videoconference), Dave Bohnert (phone), Lowell Fausett, Gretchen Cuevas

Absent: Kevin Buch, Dan Curry, Frank Chaplen, Tim Weinke

APRIL MEETING MEETINGS

Change to be made regarding discussion on individual faculty members purchasing personal insurance to cover lab liability. Jan will pose question to OSU. Bill Boggess will attempt to get Patrick Hughes to come to a meeting to address this issue. If that is not possible then the report to the Administrators' group will focus on Qualtrics in process through EHS.

QUALTRICS/CAMPUS SAFETY TRAINING

Dan Kermoyan outlined EHS plan enlisting the Business Solutions Group to put together a survey regarding required trainings. Group is leaning towards using Qualtrics for this purpose. This would be a directed survey for this purpose to allow use by most on campus.

EHS training checklists – are they required to be filled out for new employees. Qualtrics survey would need to be added to that sheet. DK says that the Qualtrics survey would be replacing the current paper form and would be much easier to track. Employee can print out completed form and the supervisor would be informed of completion. CC asked if it would be updated for specific lab uses and that is not the plan since it is OSU wide. Labs would have to continue to monitor for specific needs.

JA – Farms have put together a list of what they need to their specific farm safety uses.

DK notes that at this point there are no staff resources to track participation.

DK hopes to have something to show and tell next committee meeting. He would prefer to bring it to this smaller committee before presenting to the administrator's group. Discussion around who should do the beta testing on the system. A selection of farm managers, seafood lab and BEE would be good choices. This would override the need for the My Safety page? DK will see if there is a tracking component built in to be able to check back for participation. DB in Burns – will non-OSU people be able to log into the system to participate. DK – right now it is set up with an ONID sign on. That could perhaps be changed. Right now they are focusing on the OSU people primarily. This will require a conversation with the IT folks to look at a guest portal access to accommodate ARS, volunteers, temp employees, etc. CC echoes Dave Bohnert's concerns regarding non-OSU people and their presence on OSU property.

DK clarified that the system does not provide the trainings but provides the list of what trainings need to be taken. This list could then be given to a supervisor to be sure that their people are taking the required trainings. Also noted that a tracking system is not in the plan and won't be added in the future. The safety issue has to come down to personal responsibility and ownership of requirements of employees. 10k+ employees at OSU and the training issue cannot be handled in an umbrella for every situation.

JA – Perhaps we go back to Safety Manual binder for each individual supervisor – this would provide resources for use of supervisors in tracking of their employees. Then if someone changes labs or jobs they can take their training records with them.

ACCIDENT REPORTS

JE sent out the campus accident reports. Not much activity for CAS in those reports. Judging from types of accidents shown it could be beneficial for more people to take the Safety in Motion training regarding lifting, bending, reaching, etc. DK informs it is a free training paid through SAIF. When the next training comes around we are encouraged to get people there.

SAFETY TRAINING DOCUMENTATION

CB surveyed all CAS units to find out about their current safety tracking. 34 units and contacts and received 12 responses. 10 have a system in place and two do not. Systems vary from EHS online tracking, personnel files, training with the county. Some said they do nothing to track. Brings the question if we are as CAS going to require a minimum baseline training record keeping?

JA – need to get a reply from everyone. Are there some suggestions we can provide to get everyone on the same page. It would be a good practice for the committee to provide two or three options on how to manage their documentation on safety.

JE – while the Qualtrics system gives the list of required trainings – to provide the examples of how to track would be very helpful to the units.

CC – all should be rolled out at one time. Suggests that all the safety changes (Qualtrics survey, binders, baseline requirements, etc.) would be best received and implemented if they were in a “package”. Coming down in dribbles makes it seem more onerous on the already paper flooded processes.

COMPLIANCE

JE – OSU Today article about integrated pest management – What effects would the House Bill have on OSU – If anyone hears any information, pass onto the safety group.

OSHA visited the Equestrian Center – unannounced. Found no issues except for the fire extinguishers. The inspectors had questions about herbicide application in pastures and did some poking around but found no issues. Asked for minutes from last meeting so had reference to pesticide exposure in Hermiston greenhouses (Hamm). File has been closed out with no issues.

OSHA performed advisory consultation at Newport and mostly ok with one lab exception. Seafood Lab is having one also. Only problem with these inspections is that when they “advise” you to fix something you are then required to do so.

OSHA Form 300 (300 Log)

What is it? EH&S and HR record accidents by name etc for the calendar year as required by OSHA. Once annually EHS produces a report which summarizes the accidents for the whole year for the entire OSU system. If asked to provide this report (OSHA Form 300) – contact EHS or Heidi Melton from HR. Posting the log at remote sites is not a requirement by OSHA but units may post it if they prefer.

SAFETY COMMITTEE REQUIREMENTS

Question from the Administrators' meeting requiring member makeup of the safety committee. Does the university Health and Safety committee meet the SAIF/OSHA requirements? Yes but we would recommend that each off campus group (unit) have a committee – not worrying about the member make up or size (2+) – adequate representation for the site. Taking minutes, keeping minutes for three years – meeting monthly, system for dealing with issues and a way to make recommendations to management would cover the requirements.

SAFETY HOTLINE

No – if an employee needs to see a doctor we should not stand in their way. If someone feels the need to go we need to support that without concern for work comp report. Information is from OSU Safety Committee via Jim Ervin. EHS has a link on their site to report unsafe conditions as well as a number (work coordination center) for an on call person 8-5 to deal with safety concerns. Or a person can request a safety audit for their unit or workplace.

ACTION ITEMS

- DK – to check on how to include non ONID account holders in safety trainings through Qualtrics process
- Jan – head count for who would be interested in taking Safety in Motion training and then it could be scheduled by Kay Miller in EHS – web link available online.
- CB – put together two or three examples of how to track safety trainings which could be offered to the units if they ask before the whole safety roll-out.
- JA – provide in August or September a package of what the safety process includes and how to proceed which would be implemented by the end of the fiscal year.
- JA – MindMap completion
- DK – send LOG300 to Carol Cole
- CB – send out on list-serve an explanation of what the LOG300 is to the unit safety contacts

PAST ACTION ITEM PROGRESS

- CB – Blackboard and EHS database – no action
- JA – getting an ARS member involved – no action

Next meeting – June 20th back at regular meeting time.

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