

**CAS Safety Coordinating Committee**  
**Meeting Minutes**  
March 20, 2014

**I. Call to Order at 2:00 pm**

Attendees: Buch, Burkholder, Curry, Ervin, Fausett, Kermoyan,  
Remotely: HMSC: Cole, Wiseman; HAREC: Wienke, Burns: Bohnert Phone: Auyong  
Guests: Heidi Melton OSU HR, Greg Thompson Dept. Head AgEd

**II. Updates, announcements, any new agenda items?**

a. CAS Regulatory & Safety Compliance Officer  
Carrie Burkholder has stepped into a new full-time position with CAS effective March 2014. Her responsibilities are to assist faculty and units with compliance issues related to regulatory and safety requirements. She will liaison with OSU administration and various governmental agency offices.

b. New on-line accident reporting system – Heidi Melton, HR  
The new system will replace the current online-accessible forms. The system is an expansion of the software currently used to collect employee timesheets and other HR information. This multifaceted, online database can be easily/quickly sorted electronically by any field rather than the existing system which requires manual searches. Anyone can fill out forms and a supervisor will be notified if not the person who submitted the form.

However, units and college must still ask Heidi for summary reports for a unit or college. The system is close to implementation. HR hopes to provide more communication and training to folks, incl supervisors.

**III. Review of UHSC meeting and accident reports**

Chain saw training resulted in a repetitive use tendon pain incident in Forestry– this might be an issue during other types of training and should be considered by instructors.

Time loss and medical treatment incidents need to have follow-up. Mike Sreniawski, EH&S, can aid CAS if needed.

**IV. Action item follow-up / Old business**

a. Emergency/evacuation procedures for labs  
Per Mike Bamberger, OSU Emergency Preparedness Manager, nothing specific is required for each lab but a plan is needed for a building or station as a whole. A plan should indicate how responsible parties check that everyone is out and building occupants know where to meet, etc. A leader is needed for each meeting location and everyone needs to be trained. New requirements may require some changes. Units need to be flexible and use common sense. MikeB was informed about unique situation at stations.

b. Respirator Fit Test follow-up – Dan Kermoyan and Dave Bohnert  
Lance Jones is in contact with EOARC - Burns about information needed to carry out a fit test, and he will assist units to determine what kind of fit and medical is needed by personnel. Individuals fill out appropriate forms and get fit tested for specific equipment. Some units, e.g., HAREC, send their forms to the OSU Student Health Center (SHC) for evaluation; SHC then informs the station whether to proceed with a fit test or additional evaluation is needed. This would work for OSU personnel but, in the case of Burns, half of the people (ARS employees) are not OSU personnel so campus review is problematic. A trained OSU person may be able to carry out a fit test for non-OSU personnel if the medical evaluation can be done at a local medical facility. Lance could assist via an online process. The process and materials will be distributed to all stations, and farm and ranch units. Once Bohnert has completed the process he will write down the details and forward to the committee.

c. Vehicle inspection

Two federal templates were forwarded to units. Units make the determination as to who is qualified to carry out inspections. Units can contract out the work.

For non-road vehicles, such as ATV's or tractors, there are no OSU policies. SCC recommends that basic items should be checked; 10-12 point-check off annually may be sufficient. Units should at least follow manufacturer requirements as laid out in service manuals. Staff will check procedures required by Forestry and Facilities for alternatives.

d. Safety Training Tracking Systems

Lucas Turpin, IT advocate for CAS, noted that a new HR system could be used to supplement Blackboard's professional development training. Carrie will attend the demonstration of a potential system, Ellucian... The SCC suggests that HR should look at more than one systems. It was reiterated the need for any system to include/accommodate non-ONID personnel associated with units.

Animal handling modules are being added to the CAS Blackboard system developed for Corvallis farms, but the system still requires ONID access. Lucas felt that CAS might be able to use a Drupal web page portal for people to access training modules.

Alternatively, CAS may be able to request access for non-OSU personnel, such as interns, volunteers, summer students, temp employees, international interns. CB will survey units to find out types and numbers of non-OSU folks and discuss situation with the OSU committee who determines university access.

e. CAS Health and Safety Training Manual

A number of items included in the current manual are not current. Jan and Carrie will review the current manual, pare it down, and add links to correct policies, procedures, and forms. It will focus on items unique to CAS or not offered elsewhere.

**V. New Business**

a. Farm Safety Training Class – Greg Thompson, Department of Agricultural Education & Agricultural Sciences

The course started as a tractor training class for kids 16 and older in response to a student accident. Subsequently, it was decided that broader training needed to be added to teacher education regarding general ag safety. Many students have had an accident or known someone who has.

This is an applied course, covering topics such as safety management plan, chemical storage, product labels, pesticides, confined spaces, insurance, livestock, etc. It is geared to teaching people to teach, esp those w/o much experience. No specific labs, but some elements are lab-based. Field trips are incorporated. The 400 level class is capped at 25 students due to assignments. It is offered online, also capped at 25.

What might/should be added to meet the needs of CAS training? Other elements: ladder, fire, first aid/cpr. More Research/lab-based requirements would be appropriate for grads, e.g., IRB, other compliance. A term-length course is difficult logistically for dispersed locations which need a faster timetable, so a class may not be appropriate. But may need some introductory oversight – online? Jan will send Greg the farm safety training menu to cross-ref with course content.

Side-note: HORT has offered a pesticide applicators class, which allowed students to take the test for a license.

- b. College Emergency Plan – Lowell Fausett  
The Prime Points of Contact: Bill Boggess and Carrie Burkholder.  
Carrie will inform Mike Bamberger about overlaps and duplication. The process is somewhat top down. Units, i.e., depts., stations, greenhouse, farms, need to develop a unit plan, which then passes up to the college

Jim Ervin mentioned that he knows who works for him but he has lots of people wandering through.

- c. CAS Pesticide Use Policy – Carrie  
Policy was last reviewed in 2007. Carrie has asked Jeff Jenkins, Ext EMT faculty to review the policy and provide updates. CB will post the new policy online.

VI. New topic for next meeting – SCC terms and positions.

ADJOURN: 3:20 pm.

### **CAS SCC Meeting Schedule for rest of 2014 – Strand 134 and videoconference**

May 15, 2014	2-2:30 p.m.
July 17, 2014	2-2:30 p.m.
September 18, 2014	2-3:30 p.m.
November 20, 2014	2-3:30 p.m.