



## Pacific Lutheran University Safety Committee (SC) Meeting Minutes



January 18, 2018, 8:45 AM – 9:45 AM  
Garfield Station – Human Resources Conference Room

### Call to Order: 8:47 AM

- **Present:** Joe Bell (Secretary, EHS/EP), Randy Evans (Facilities Mgmt.), Joshua Girnus (Campus Restaurants & Hospitality Svc.), Aaron Gunther (Co-Chair, Athletics), Hakme Lee (Natural Sciences), Sue Liden (Risk Mgmt.), Laura Silcox (Human Resources), Cynthia Wolfer (School of Nursing), & Sam Altenberger (EHS/EP).
- **Absent:** Beth Capoun (Chair, School of Comm.), Larry Deger (Risk Mgmt.), Dan Murray (Res. Life), Tanner Premo (ASPLU), Michael Stasinis (School of Arts & Comm.), & Jason Weaving (Campus Safety).

**December Meeting Minutes:** Approved.

### Old Business:

- **2017-18 SC Spotlight Ideas:**
  - **Benefits Fair Tabling:** Beth Capoun & Cynthia Wolfer are signed-up to present eye wellness information at the Benefits Fair (1<sup>st</sup> or 2<sup>nd</sup> week in April).
  - **Good Fit Newsletter Article:** Committee planning on submitting 1-2 paragraph article about eye wellness to be submitted by the end of February. This article will be drafted by the next SC meeting.
    - Software to reduce blue light output on mobile devices was discussed and information will be sent to Beth Capoun & Cynthia Wolfer.
    - The “20-20-20 rule” to prevent digital eye strain was discussed. Joe Bell presented two PDF documents about eye strain.
  - **PSAs:** Not discussed.
- **Selected Updates to PLU Occupational Health, Safety, & Accident Prevention Manual:**
  - Joe Bell has updated & published Chapters 5 (Confined Spaces Program) and 9 (Grounds - Power Lawnmowers). WA Labor & Industries standards are consulted when updating chapters.
  - The following chapters need to be updated: 1 (General Safety Policy & Procedures), 2 & 3 (Asbestos Awareness & Handling Procedures), and 6 & 12 (Electrical Safety & Lock-Out/Tag-Out Programs)
  - The process of consulting staff in relevant departments when updating chapters was discussed (e.g. consulting the Facilities Mgmt. electrician

when updating the Electrical Safety chapter). Joe will contact Bruce Broussard (Maintenance Mgr., Facilities Mgmt.) to coordinate consultation with the appropriate staff.

**New Business:**

• **November & December Injury Reports:**

- Joe Bell presented the November, December, & January University Injury Reports. Reported Injuries: 3 in Nov., 1 in Dec., and 4 in Jan.
- Joe Bell presented the End of 2017 Injury Report Statistics.
  - In 2017, there were 48 total reported injuries (↑2 from 2016), 10 OSHA-reported injuries (↓2 from 2016), 1 lost-time case (↓3 from 2016), and 2 restricted-duty cases (1 ongoing).
  - Notable findings: A significant proportion of reported injuries occurred within the Campus Restaurants department. Most lost-time/restricted-duty cases occurred from “Impact” mechanism of injury. 50% of reported injuries occurred to student workers.
- Higher-Education Standard Industrial Classification restricted-duty compensation pay was discussed.

• **PLU Occupational Health, Safety, & Accident Prevention Manual:**

- See *Selected Updates to PLU Occupational Health, Safety, & Accident Prevention Manual in Old Business*.
- Joe Bell will consult with Ross, David Allen (Director of Enterprise Systems) & John Banks (Infrastructure Mgr.) to review changes to Chapter 5. Rob and Kenneth Côté (Campus Landscape & Athletic Fields Manager) will be consulted review changes to Chapter 9.
- PLU’s policy on confined spaces was discussed. PLU staff will not enter permit-required confined spaces, but will enter alternate confined spaces with EHS & PPE precautions in place.
- PLU’s new policy on power lawnmowers was discussed. Lawnmowers must now mow across the face of a slope. The unit measurement of feet/minute for blade tip speed was discussed.

• **Safe Colleges Online Training:** Update presented by Sue Liden.

- PLU’s insurance mgmt. consortium has provided 12 free training modules which are now available to students. Completion of *Defensive Driving* is required to operate university vehicles. *Utility Cart Driving* is being considered as a new requirement to operate university utility carts.
- Additional Safe Colleges online training modules have been purchased for professional staff and are available on a separate platform.
- It was discussed who would assign training to staff, which is an easy task. Students will only be assigned when they request training.

- **Building Inspections:**

- 14 buildings need to be inspected in 2018. 2 inspections have been completed so far. 2 have been scheduled.
- Ideal times for conducting inspections was discussed. J-Term break was identified as an ideal time due to low student activity

**Additional Agenda Items:**

- **Suicide Prevention Resources:** The recent suicide of WSU student Tyler Hilinski and its potential impacts on PLU students was discussed.
  - The committee discussed the possibility for the Dept. of Student Life and the Student Care Network to address the issue. Information should come from professional resources rather than Mast Media because the Mast does not have a professional review process. The option for Student Life to include information in an ad in the next issue of the Mast was discussed.
- **Hygiene:** The importance of reinforcing good hygiene and flu-prevention practices was discussed.
- **Human Resources Wellness Programs:** HR will be hosting several spring wellness classes for professional staff, including fitness classes, massages, motivational speakers, and cooking workshops. Sign-ups will be available next week.
- **Recycling:** Upcoming changes to US and international recycling programs were discussed.

**Next Meeting:** February 15, 2018 at 8:45 AM. Garfield Station – Human Resources Conference Room

**Adjourn: 9:43 AM**

Meeting Minutes submitted by Sam Altenberger on January 18, 2018.