



Pacific Lutheran University Safety Committee (SC) Meeting Minutes



February 15, 2018, 8:45 AM – 9:45 AM
Garfield Station – Human Resources Conference Room

Call to Order: 8:46 AM

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

December Meeting Minutes: Approved with 1 change.

- Larry Deger is an EIA representative and is not an official member of the Safety Committee, so he should not be included in the *Absent* list for SC meetings.

Old Business:

- **2017-18 SC Spotlight Idea: Eye Wellness**
 - **Benefits Fair Tabling:** Beth Capoun & Cynthia Wolfer are signed-up to present eye wellness information at the Benefits Fair on April 8th.
 - **Good Fit Newsletter Article:** Draft of article about eye wellness is completed and highlights the “20-20-20 technique”. This article is due on March 1st.
 - Committee reviewed draft article. Suggested changes: Cite sources for references, and include information about blue-light screen protectors.
- **Selected Updates to PLU Occupational Health, Safety, & Accident Prevention Manual:**
 - Chapter 5 (Confined Space Program) has been updated and reviewed by FAMA and I&TS.
 - Chapter 9 (Grounds Power Mowers) has been updated and reviewed by Grounds.
 - Still left to be updated and reviewed: Chapter 1 (General Safety Policy & Procedures), Chapters 2 & 3 (Asbestos Awareness and Handling Programs), and Chapters 6 & 12 (Electric Safety & Lock-Out/Tag-Out Programs).

New Business:

- **January Injury Reports:**
 - The January University Injury Reports were reviewed. Reported Injuries: 3 in January. There were no OSHA-reportable or Lost-Time Case reports.
 - Campus Restaurants had a significantly higher number of injury reports than other departments. This may be due to more consistent reporting practices in the department.
- **Building Inspections:**
 - 14 buildings need to be inspected in 2018. 4 inspections have been completed so far. 10 buildings are remaining this academic semester.
 - The document of inspections was reviewed. Buildings that have been inspected should be displayed in a different color for easy differentiation.
 - The inspection cycle for buildings was discussed. High-use buildings are inspected every 2 years. Houses and residence halls are inspected every 3 years.
- **Speaker: Tim Lundin; Archbright Loss Control/Safety Management**
 - PLU is part of the Archbright Retro program. This program includes access to Archbright claims staff who serve as a liaison between PLU and the Washington Department of Labor & Industry (L&I). PLU's premium is pooled together with other companies for an annual L&I refund.
 - The Retro group PLU is a member of began on January 1, 2018 and is the first non-manufacturing group for Archbright. The manufacturing group has existed for 33 years and has always been refunded. Other companies in the group include Gonzaga University, Mattress Firm, OpenSquare, Seattle Opera, and Etailz. The group pays \$2.5 million to L&I. Premium for joining the group is \$1.5 million.
 - 208 Garfield uses the *Restaurant* L&I class. All other PLU departments use the *Higher Education* L&I class.
 - Approximately 29¢/hr for every PLU employee is paid to L&I (33¢/hr for Garfield 208). PLU's Experience Factor (EF) is 0.7620, which is saving the university 6¢/hr for every employee. The average EF is 1.0 and lower is better. PLU has saved \$429,771 over the past 5 years.
 - Lost-Time Cases (LTC) affect EF. The EF is based on 3 fiscal years. All Medical-Only claims to L&I takes off \$2,930 every year and has no impact on EF. Time-Off leads to more penalties.
 - If the Retro group is under the expected loss amount, money is saved. Claims can accrue if they stay open. A snapshot is taken in June for the next year's rates. EF resets on January 1st.
 - Archbright doesn't keep any of the refund except for 6% membership fee. Good performance leads to a refund. Bad performance leads to a net-

zero. Repeated bad performance leads to being asked to leave the Retro group.

- Free services include mock inspections with recommendations, chapter review, and a resource for safety questions.

Additional Agenda Items:

- **Electronic Air Fresheners:** The question was raised about whether plug-in air fresheners are allowed. Currently they are not allowed in businesses. The Pierce County Fire Marshal will be contacted for more information about electronic air fresheners.
- **Hakme Lee:** Safety Committee member Hakme Lee (Division of Natural Sciences) has accepted a position at the University of Washington. This is her last Safety Committee meeting. The Safety Committee thanks Hakme for all her time and dedication to the committee and to the university, and wishes her the best as she begins her new position. The Safety Committee will need to find a replacement for Hakme Lee to join the committee and organize building inspections.
- **Benefits Fair:** Volunteers are needed to staff the Safety Committee table at the Benefits Fair on April 8th. The duration of the fair is 5 hours and volunteer shifts are 2 hours each.
- **Hours Worked:** It was noted that there has recently been a large decrease in the number of total hours worked by university employees.

Adjourn: 9:37 AM

Meeting Minutes submitted by Sam Altenberger on March 12, 2018.