

Trent Amonett, Elected Co-Chair
tramone@wsu.edu | 509-335-7369

MEMBERS (“E” for employee, “S” for student, “M” for management)

NAME	DEPARTMENT	DESIGNATION	PRESENT	ABSENT
Amonett, Trent	College of Arts and Sciences	E	X	
Benjamin, Francis	Psychology	E		X
Blong, John	Anthropology	E	X	
Carter, Pat	College of Arts and Sciences	M	X	
Harty, JJ	Fine Arts	E	X	
Heyns, Sheila	Institute for Shock Physics	E	X	
Jess, Scott	School of the Environment	E	X	
Johnson, Ed	School of Biological Sciences	E		X
Kan, Yuwei	Chemistry	E	X	
Keane, Chris	Physics & Astronomy	E		X
Knaack, Charles	School of the Environment	E		X
Lafferty, Wade	College of Arts and Sciences	M	X	
Makin, David	Criminal Justice	E		X
Rollins, Kris	School of Lang., Culture, Race	E	X	
Sorensen, Shaun	School of Music	E	X	
Stormo, Grant	Tech. Services	E	X	

GUESTS

NAME	DEPARTMENT	TITLE
Ringo, Shawn	Environmental Health & Safety	Director

INCIDENT REPORTS AND SUPERVISOR’S ACCIDENT INVESTIGATION REPORTS RECEIVED

1. On January 15, 2025, an Academic Student Employee (ASE) in the College was walking from her office to a classroom in another building to attend a class for which she is a Teaching Assistant. En route, the ASE tripped and fell, hurting herself. The ASE had x-rays taken because of the fall, but the submitted Incident Report stated that unit administration had not gotten word of injuries.
 - a. Pat Carter updated the Committee during the meeting to say that it was thought the ASE may have broken a bone, but that also unit administration had yet to have that confirmed.
 - b. A conversation between HRS and EH&S about the incident concluded that because the employee was transiting from her office to work in another building, the injury was work-related and should be filed as a worker’s compensation claim.

ACCIDENT PREVENTION PROGRAM REVIEW, UPDATES, AND IMPROVEMENTS

1. Trent Amonett mentioned that there are several chapters yet to approve, and the current method of approving chapters is time consuming given that we only have four meetings per academic year. Trent suggested that we use email to approve chapters.
 - a. Scott Jess recommended the use of Microsoft Forms to vote on chapters post-edit, and barring any issue with the software itself, this is the plan moving forward.
2. The Committee voted unanimously to approve APP chapter 25, Safety Bulletin Boards.

SAFETY INSPECTIONS PERFORMED

- None discussed.

SAFETY, HEALTH, AND SECURITY TOPICS DISCUSSED AND PROMOTED

1. Shawn Ringo discussed L&I claims resulting from injury while at work.
 - a. Employees seeking medical attention because of a workplace injury will likely be asked where and how the injury was sustained. Employees should disclose this information to their medical provider if not asked.
 - i. Not all local providers accept Worker's Compensation Insurance through L&I, but the emergency room at Pullman Regional Hospital currently does, as does Cougar Health Services for both graduate and undergraduate student employees.
 1. To determine whether your provider accepts Worker's Compensation Insurance, the link below is an L&I network-provider search.
 - a. <https://www.lni.wa.gov/claims/for-workers/find-a-doctor/>
 2. If you do not know in advance if your provider accepts Worker's Comp. Insurance, employees who suffer injury or illness on the job are encouraged to go to the Pullman Regional Hospital Emergency Room.
 - b. When an L&I claim is made, it is best to complete the L&I paperwork while still in the emergency room. This begins the claim process.
 - i. The HRS' *Workplace Injury/Illness* web page provides information on reporting workplace injury or illness, and the L&I claim process.
 1. <https://hrs.wsu.edu/employees/disability-services/workers-compensation/>

- c. In reference to the Incident Report discussed, Pat Carter asked a clarifying question about who completes and submits the Incident Report, and while the employee can fill out the report themselves, Shawn Ringo stated it is the expectation that the employee's supervisor will complete and submit the Incident Report within 24 hours of the incident.
 - d. L&I makes the final determination as to whether or not a claim is work related, and Shawn Ringo went on to say that there is a 'work-relatedness' section in the state code ([WAC 296-24-01103](#)).
 - e. The enforcement and rulemaking arm of L&I—the Division of Occupational Safety and Health (DOSH)—develops directives that effectively guide their compliance personnel on how to enforce L&I rules, and it can get detailed. For example, if on your way to work you slip and fall on the asphalt in a parking lot on campus, the state may say the resulting injury is not work related because you have not made it to a concrete sidewalk and are still on your commute to work.
 - f. Trent Amonett stated that the claim process, once begun, is a process between the employee and HRS, and that largely the supervisor is no longer part of that process.
 - i. Shawn Ringo, however, stated that the supervisor is occasionally brought back into the process if, for example, the employee was engaged with something outside their job description when the incident occurred, such as an injury at the Rec Center or spilling hot liquid on themselves after heating it up in the breakroom microwave, both of which are most likely on-break activities.
 - g. Sometimes the issue is not clear cut, but if an employee believes they may have injured themselves on the job, it is best for the employee to fill out L&I paperwork while in the ER as it becomes more complicated if done later.
2. Environmental Health and Safety has published a GIS map of campus detailing where all automated external defibrillators (AED) are located.
- a. Left clicking on an AED symbol on the map displays the location of the AED, the room in which the AED can be found, and it provides links to photos of the AED to aid in locating it.
 - b. Crimson AED symbols on the map are maintained by WSU, and green symbols by units housing the AED.
 - c. Link:
<https://wsuadmin.maps.arcgis.com/apps/webappviewer/index.html?id=789658bde9714f9986f0e8921acddb9>
 - d. Wade Lafferty suggested that faculty and staff familiarize themselves with AED locations in their own buildings.

OTHER SAFETY, HEALTH AND SECURITY TOPICS DISCUSSED

1. The OHSA-300 memo and summary for 2024 has been published, and Trent Amonett said he will send the memo to all unit safety committee chairs and members of the college committee.
 - a. The memo is a recap of all incidents system-wide that occurred the previous year.
 - b. The memo and summary must be posted on safety bulletin boards beginning February 1. The memo can be taken down on May 1.
2. Pat Carter asked about representation of social science units on the committee, and Wade mentioned that John Blong in Anthropology is on the committee. Wade went on to mention that David Makin in Criminal Justice and Francis Benjamin in Psychology are also on the Committee and usually attend.
 - a. The question was associated with how the CAS Safety Committee communicated with units not represented on the committee.
 - b. Trent Amonett mentioned that necessary documents and CAS Safety Committee meeting minutes are sent to unit safety committee chairs.
 - i. Trent added that he will begin copying unit chairs and directors on communication emails to Level 4 safety committee chairs.
3. Pat Carter stated that in the College research group meeting it was mentioned that delayed response times to maintenance requests can have an adverse effect on research animals. Pat asked how to address delayed building infrastructure repair when that delay may endanger animal safety.
 - a. Shawn Ringo suggested making mention in the description of the work request that the maintenance issue is having an adverse effect on research animals and marking the work request as “urgent” or as an “emergency” (depending on the severity of the issue) can expedite work requests.
 - b. Shawn went on to mention that if issues are not being addressed, he can be alerted to the issue, and the Office of the Campus Veterinarian and/or the Institutional Animal Care and Use Committee (IACUC) can also be alerted to the issue and be brought in to facilitate a quicker response.
 - c. Many of the issues are too hot or too cold problems. The Control Shop that manages HVAC systems on campus is severely understaffed, but they do prioritize tickets associated with animal welfare, so communicating that is key in bringing attention to the problem.
4. myFacilities Event Notifications were brought up by Shawn Ringo.
 - a. Everyone should be signed up for event notifications for the buildings they work in and occupy.

- a. There are different types of event notifications that Facilities sends out, and employees should at the very least elect to receive construction, utilities, and maintenance notifications.
- b. Other notifications options include custodial, plant services (grounds, paved surfaces, and waste management), and telecommunications.
- b. Employees can sign up for event notifications via the link below.
 - a. <https://myfacilities.wsu.edu/notices/manageSubNew.aspx>
- c. The event notification system does not allow for much room for explanations. All event notifications include a myFacilities link, and the landing page includes a narrative that better explains the event and the building(s) involved. Additionally, it includes contact names and numbers of people to call if more information or clarification is needed.
- d. An example of this would be an event notice alerting occupants of a shutdown of SF1 (supply fan 1) on a date two weeks out. This is important information for people who work in research buildings with fume hoods or exhaust snorkels because shutting down a supply fan results in less make-up air in the building. Hazardous exhaust systems like fume hoods depend on make-up air to function at capacity, so when a supply fan shuts down, hoods may go into alarm or otherwise operate as well as it would otherwise because the system is starved for air. Knowing this kind of information in advance of the shutdown is important for building occupants, and myFacilities event notifications are a great tool to alert occupants to scheduled work in the building. Likewise, following up on those notifications if unclear is important, and calling the contact can easily help to clear things up.

SUBMITTED BY NAME		DATE SUBMITTED
Trent Amonett		Feb. 11, 2025
ADMINISTRATOR NAME AND TITLE	ADMINISTRATOR SIGNATURE	DATE
Courtney Meehan, Interim Dean College of Arts and Sciences		07/17/2025