

CAHNRS College-Level Safety Committee Meeting Notes

January 15th, 2025

Attendees: Kiwamu Tanaka, Jenny Glass, Jim Kropf, Mike Costa, Nicholas Scholovich, Holly Neibergs, Michael Chapman, Grant Ekdahl, Jeremy Heiss, Shawn Ringo, Dan Gorton, Jonathan Lamber, Jerry Moreland, Joshua Goicoechea, Kat Odell,

Topics:

○ Slips, Trips and Falls - Top 6 Hazards

➤ **Poor Housekeeping**

- Don't let housekeeping fall to the wayside. Put things away immediately after deliveries and make sure to store things properly.
- Clean up, and warn employees with a caution sign after food and water spills; it's also important to take care of lumpy and worn mats.

➤ **Office Environment**

- Even an office presents potential for slip, trip and fall injuries. Things like worn-out carpets; open drawers; and objects on the floor, such as exposed cables and cords, are hazardous.
- Quick-fix problematic carpet with duct tape, take time to keep drawers closed, and reroute cords and cables.

➤ **Stairs**

- Watch out for things that make stairs even more dangerous than usual — including poor lighting, loose/missing handrails and clutter. Improve stairway lighting and replace bulbs regularly; use handrails; and no matter what, don't use stairs for storage.

➤ **Step-Stools and Ladders**

- Use only properly maintained ladders with uniformly spaced rungs and nonslip safety feet to reach items. Do not use stools, chairs or boxes as substitutes for ladders, and train employees to safely use ladders.

➤ **Weather**

- Weather can be unpredictable. Even when snow and ice aren't present, wet weather can present problems for slip, trip, and fall prevention. Make sure employees are wearing appropriate footwear and walking cautiously in wet or muddy conditions.

- Information about [Pullman campus snow removal services](#)

➤ **Improper Footwear**

- Ensure employee footwear is replaced when necessary, meets industry slip-resistant standards and has appropriate traction. Don't forget that new technology offers enhanced rubber compounds and studs for soles.

○ **Construction/Demolition Hazards**

➤ **Struck-Bys & Overhead Dangers:**

- With the increase in construction and demolition work on campus, it is important to maintain awareness of your surroundings, as well the proximity of workers and materials.
- When near a construction zone, remain vigilant and maintain an appropriate distance from equipment and the marked boundaries of the worksite.
- Cranes are utilized to lift large loads of materials overhead, and there is always the possibility of falling building material.
- High wind and other inclement weather patterns can disrupt safety measures in place. Maintain awareness and **always** use caution.

○ **Hallway, Stairwell, & Evacuation Path Obstructions**

- These areas are to be free of objects like boxes, equipment, and furniture to allow danger-free movement during the normal course of the day.
- If any of these routes are blocked or contain fall hazards, safe and efficient evacuation of buildings may be hindered or altogether halted.
- If storage space in your area is an issue, we can work with you to ensure effective and compliant practices.

○ **Scheduling of Safety Meetings & Updating Committee Member Registration**

- CAHNRS Operations has been discussing the possibility of reworking the scheduling of these meetings to better suit the needs of all committee members and make discussions more accessible to all.
 - One possible solution is to hold alternating morning or afternoon meetings. For example, we would hold one month's meeting at 10am, and the subsequent month's meeting at 2pm. (These times are theoretical.)
 - If any alternative ideas are in mind, please present them in the meetings, or directly to me via email. I will be glad to work with you.
- Additionally, I want to ensure that the roster of committee members is accurate and up to date. In that mission, I will need help from standing members in confirming their position and contact details.
 - If you know of someone who would like to be on the safety committee and/or included in these meetings, please instruct them to reach out to me with their information and I will add them to our discussions.

Hazard Recognition

Taking time out of your busy schedule to assess workplace hazards takes a bit of effort and planning. But the payoff for you and your team makes it well worth it in the long run.

When you are proactive with a job hazard analysis, it eliminates guesswork by forcing you to take deliberate action, including identifying and mitigating dangerous situations. It also signals to your employees you genuinely care about them and their well-being.

Read on for important tips for conducting a successful job hazard analysis.

What is a job hazard analysis?

A job hazard analysis breaks up a job or activity into tasks and identifies the hazards associated with each task. It's also known as a job safety analysis or pre-task analysis. The goal is to eliminate or minimize risk and potential dangers before employees actually do their job. When you're not sure exactly what your team needs to do their job safely, this analysis gives you all the information you need to create a comprehensive plan into action, even with limited details.

Which jobs benefit the most from a job hazard analysis?

Job hazard analyses are helpful for every type of activity, but if you have limited time or resources, you may want to prioritize jobs that fall into these categories:

- Higher incidence of injuries or near misses
- Increased potential for serious injuries
- Complex processes
- Recently changed job description
- New hires on the job

Key components of a job hazard analysis

The first step is planning the analysis so you can observe the job or activity being performed at its usual location and time.

Make sure to involve your team in the process along the way.

Explain how you're evaluating the job and not their performance, and use the exercise as a learning opportunity for everyone involved.

Once scheduled, follow these steps during the observation:

1. Divide each job into a series of tasks and document them, using photos or videos if helpful
2. Make a list of potential hazards associated with each task, considering the possible scenarios of what could go wrong and the likelihood of each
3. Identify specific ways to mitigate each individual hazard, ideally eliminating the risk at its source
4. Review your findings with your team to make sure you didn't overlook anything
5. Plan to revisit your job hazard analysis at least once a year and after any workplace injuries

Address the hazards

If you can't remove the hazards entirely, choose and implement controls from the [hierarchy of controls](#) that are the most feasible and effective. This might look like engineering controls, administrative controls, and providing more PPE. Consider upgrades like improving work processes, training workers, and adjusting lighting or ventilation.

Benefits of a job hazard analysis

By far the most important result of a job hazard analysis is creating a safer workplace for all. Making sure your employees have everything they need to work safely is key.

The process will also foster better communication between supervisors and employees. And a defined and consistent process will help new employees get acclimated more quickly. Job hazard analyses also help with accident investigations, and eliminate or save on fines.

Reach out to our safety team today.

Our workplaces, where we spend a significant portion of our waking hours, and our homes, where we seek comfort and relaxation, are both potential sites for accidents to occur.

Addressing safety concerns in both of these environments, fostering a safety culture of prevention and vigilance is important.

Accidents, though often dismissed as mere mishaps, are responsible for a staggering number of deaths each year.

The power of awareness and education: a reminder that accidents are not mere coincidences; they can be prevented through awareness and education.

Encourage your family, friends, and colleagues to prioritize safety throughout the year - remember that safety is not a one-and-done, but an ongoing commitment.

Resources:

- ❖ [Environmental Health & Safety Website](#)
- ❖ [CAHNRS Operations](#)
- ❖ [Percipio Knowledge Base for Learners](#)

Incident Reporting Resources:

- ❖ [WSU HRS Reporting](#)
- ❖ [CAS Reporting](#)

Adjourn:

Topics for the next meeting (Date TBA):

- ❖ Review Evacuation Policies & Procedures
- ❖ Continue Discussion on Meetings Schedule
- ❖ Laboratory Signage & Compliance

Upcoming Seminars/Training Sessions/Conferences:

Ag Safety Training Day – *Wenatchee* – 2/26/2025

Governor's Safety Conference – *Spokane* – 9/24-25/2025