

Attendees:

Mike Costa, Elizabeth Minnich, Wycliffe Nyongesa, Josh Goicoechea, Zhang Huiting, Dan Gorton, Ben Swick,

Meeting Supplements:

Snow removal maps (Pullman), out-of-service maps (Pullman), NIOSH cold stress informational packet, OSHA snow removal safety hazards poster (Available in [SharePoint](#))

Inclement Weather**Slips, Trips, and Falls**

Slips and falls are some of the most common types of injuries. No matter how well the snow and ice are removed from parking lots or sidewalks, you will still encounter some slippery surfaces when walking outdoors in the winter. Remember that indoor locations can become slick from snow tracked in.

Tips for walking in snowy and icy conditions:

- Assume that all wet, dark areas are slippery and icy.
- Be extra careful when getting into or out of vehicles -- hold onto the car for support.
- Wear the right shoes! Non-slip tracked rubber or neoprene is best. Avoid wearing boots or shoes with smooth soles and heels.
- Consider getting traction devices (Yaktraks or similar) for yourself or your team -- the steel coils on the bottom give some grip and allow for better balance.
- Walk in designated, cleared walkways as much as possible. Taking shortcuts over snowbanks and other frozen areas can be hazardous.
- Point your feet out slightly like a penguin. Bend slightly and walk flat-footed as much as possible. This will increase your center of gravity.
- Having your hands in your pockets while walking decreases your center of gravity and balance. You can help break your fall with your hands free if you do start to slip.

Reporting Incidents

We hope you have a safe winter with no incidents or injuries. However, if you do have an incident, here's what you need to know:

- All workplace incidents should be reported to your supervisor immediately.
- Supervisors must report near misses, incidents not resulting in injury, and incidents resulting in injury/illness -- whether or not a worker compensation claim is filed.
- WSU policy requires that all injuries be reported within twenty-four hours.

To report an injury or illness, please visit [HRS' Incident Report](#) to begin the process. Review the WSU Safety Policies and Procedures Manual for more information and instructions on [Reporting Accidental Injuries and Work-Related Illnesses](#) (SPPM 2.26)

Snow Removal

The Pullman campus has dedicated snow removal services completed by Facilities. For maps, please visit the [snow removal website](#). (I have also added the maps to our SharePoint site.)

Departments are responsible for snow removal at all areas off-campus, including farms and research facilities.

Priorities for snow removal are (in order):

- Major streets
- ADA parking and access
- Heavily traveled walkways and building entrances
- Arterial streets and walks
- Parking lots after 3" of accumulation
- Gravel roads and paths

*In the case of significant steady snowfall (over 3") it may take several days to fully complete snow removal and follow-up sanding or other anti-ice control measures in all areas. **Report unsafe/slick areas by calling Facilities Services at 509-335-9000.***

Resources for Travelling

WSU has compiled links and other important sources for safe driving information at [WSU Safe Driver](#) for you to check before traveling. In an emergency, call 9-1-1.

Policies on University Vehicle Use

- SPPM [7.10 Requirements for Driving University Vehicles on University Business](#)
- SPPM [7.20 University Vehicle Accidents](#)

State travel advisories can be found on the following sites:

- [Washington State Department of Transportation](#)
 - [Mountain passes and winter travel](#)
 - [Travel camera database](#)
- [Idaho Transportation Department](#)

Space Heaters on Campus

EHS has collaborated with Fire Safety & Compliance to create a [webpage](#) outlining WSU policies and best practices for the use of heaters on campus.

As stated in [SPPM 8.50](#), WSU *discourages* the use of portable space heaters in university locations for the following reasons:

- As sources of ignition, space heaters can create fire hazards.

- Space heaters are not as energy efficient as central heating.
- The electric cord creates a tripping hazard.

However, personnel may use heaters if the central heating is inadequate, nonexistent, or nonfunctioning. *Individuals and departments must ensure energy standards are met and the correct heaters (listed near the bottom of the webpage) are used.*

If you have concerns about heaters or would like more information, please [contact](#) the Fire Safety & Compliance office by phone or email.

Winter Break – Reduced Operations

December Holiday *Reduced Operations* occur [between Christmas and New Year's Day](#). During this time, many operations and services are unavailable or reduced to limited services. Employee schedules are determined by the appropriate supervisor. HRS has compiled a schedule (above) and a [list of FAQs](#) to help. *See the policies listed in the Suspended Operations section for more information on staffing and closures.*

Faculty will retain access to their individual offices and labs during the December Holiday Reduced Operations; however, the thermostats may be turned down in buildings that are otherwise closed. **Facilities staff will not be available to unlock buildings.** Employees will need to arrange with their departmental key coordinators to have keys available or use card swipe access where appropriate.

The Facilities offices and I have sent out a spreadsheet to all CAHNRS building contacts and departments to see what considerations need to be made for this time. **If you have not done so and have specific building requirements during reduced operations, contact Robbie Dudley in Facilities immediately at robbie.dudley@wsu.edu or 509-335-9047.**

Emergency Closure – Suspended Operations

Leadership may move the campus from normal to *Suspended Operations* during inclement weather events. *Designated essential personnel will remain on-site to maintain critical functions.*

WSU Crisis Communication System

- Register your telephone, cell phone, and email through [myWSU](#). This will ensure enrollment in Everbridge for efficient emergency communication.

Students and employees should check WSU Alerts for updates on suspended operations.

- Pullman: [WSU Pullman Campus Alerts](#) or the Hotline 509-335-2345
- Spokane: [WSU Spokane Campus Alerts](#)
- Vancouver: [WSU Vancouver Campus Alerts](#)
- Tri-Cities: [WSU Tri-Cities Campus Alerts](#)
- Everett: [WSU Everett Campus Alerts](#)

Safety & Security Policies

- BPPM [50.40 Suspended Operations](#)
- SPPM [3.42 Working in Cold Environments](#)

Personnel Policies

- UPPM [60.34 Telework and Remote Work](#)
 - If you need to work remotely but do not yet have a [telework agreement](#), [get in touch with CAHNRS IT](#). You may not need the complete paperwork for temporary telework (less than one week), but you must obtain written permission from your supervisor *prior to the suspension of operations*.
- BPPM [60.40 Staffing During Emergency Closure](#)
 - BPPM [60.56 Faculty & Administrative Professional Leave](#)
 - BPPM [60.57 Civil Service Employee Leave](#)
- UPPM [60.76 WSU Holidays](#)

Refer to these HRS resources for information on *personnel processes* during inclement weather and periods of suspended operations:

- [HRS Inclement Weather FAQs](#)
- [HRS Suspended Operations FAQs](#)

CAHNRS Percipio Playlist

This playlist is updated and expanded regularly. A variety of topics and video lengths are available, from quick clips on using a fire extinguisher to comprehensive training series on farm machinery safety. **You can always request information or training through Operations.**

Next CAHNRS Safety Meeting

January 15th, 2026 at 1:30 PM

Discussion: Safety bulletin boards, yearly training requirements and compliance

Resources	
<ul style="list-style-type: none"> • Environmental Health & Safety • CAHNRS Operations Safety • Pullman Campus AED Map • Office of Emergency Management 	<ul style="list-style-type: none"> • Compliance for Health & Safety • Curated Playlist for CAHNRS (Updated Frequently)