

SAFETY, HEALTH, AND SECURITY COMMITTEE MEETING AGENDA AND MINUTES

ENVIRONMENTAL HEALTH AND SAFETY
WASHINGTON STATE UNIVERSITY
PULLMAN, WA 99164-1172
509-335-3041

See 2.12 for instructions or contact EH&S for assistance.

1. MEETING DATE February 20, 2025	2. CAMPUS, COLLEGE, AREA, DEPARTMENT, PROGRAM, BUILDING, OR WORK UNIT COMMITTEE OR MEETING NAME Nuclear Science Center	
3.a. ELECTED CHAIR NAME Zachariah Heiden	3.b. ELECTED CHAIR E-MAIL ADDRESS zachariah.heiden@wsu.edu	3.c. ELECTED CHAIR TELEPHONE 509-335-0936

4. MEMBERS (In the designation column, indicate "E" for employee, "S" for student, "M" for management representative.)

NAME	DEPARTMENT	DESIGNATION	PRESENT	ABSENT
Zachariah Heiden	Nuclear Science Center	E	X	
Corey Hines	Nuclear Science Center	M	X	
Clark Filip	Nuclear Science Center	E	X	
Liane Moreau	Chemistry	E	X	
Joshua Courtain	Nuclear Science Center	E	X	
Bryan Chang	Nuclear Science Center	S		X
Ethan Irish	Nuclear Science Center	S	X	

5. GUESTS

NAME	DEPARTMENT	TITLE
Nico Lionetti	Nuclear Science Center	Student Operator

AGENDA AND MINUTES (Attach additional sheets as needed.)

<p>6. INCIDENT REPORTS AND SUPERVISOR'S ACCIDENT INVESTIGATION REPORTS RECEIVED (If yes, describe. Include recommendations to prevent future incidents and accidents. See SPPM 2.24 and 2.26.)</p> <p>Incident Report: 2024-4: Failure of KBr Press Die. KBr press die failed when creating a KBr pellet. Corrective actions: An update procedure with inclusion of a blast shield until the pressure is released. Use of a risk assessment form when a task deviates from a known procedure.</p> <p>Discussed the progress on addressing the five open safety concerns brought to our attention. Two have been resolved. Three are still open, one has a work request submitted, one involved the scheduling of a meeting with Dr. Guo, and one is awaiting a vote by the Level 4 Safety Committee. See attached resolution log for more details.</p>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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**SAFETY, HEALTH, AND SECURITY COMMITTEE
MEETING AGENDA AND MINUTES (cont.)**

AGENDA AND MINUTES (cont.) (Attach additional sheets as needed. See SPPM 2.12 or contact EH&S for assistance.)

7. ACCIDENT PREVENTION PLAN REVIEW, UPDATES, AND IMPROVEMENTS

(Describe which part of the unit's accident prevention plan was evaluated. Include any recommendations to the administrator for improvement. See SPPM 2.10.)

Briefly discussed edits to Total Health and Safety Plan and Facility Procedures, made plan to revise and send out to committee for comments.

8. SAFETY INSPECTIONS PERFORMED? (A minimum of one inspection per year is required for all workplaces.)

(If yes, attach a copy of each completed safety inspection checklist. See SPPM 2.50.)

YES

NO

9. SAFETY, HEALTH, AND SECURITY TOPICS DISCUSSED AND PROMOTED (Describe how each topic was promoted.)

Zach Heiden discussed a draft risk assessment checklist for tasks at NSC, which was promoted due to the recent incident reports in 2024.

10. OTHER SAFETY, HEALTH, OR SECURITY TOPICS DISCUSSED

Acquisition of scrubs for hot cell facility will be tabled until hot cell facility is built.

SUBMITTED BY NAME <p style="text-align: center;">Zachariah Heiden</p>		DATE SUBMITTED TO ADMINISTRATOR <p style="text-align: center;">April 8, 2025</p>
ADMINISTRATOR NAME AND TITLE <p style="text-align: center;"><i>Corey Hines, Director</i></p>	ADMINISTRATOR SIGNATURE 	DATE <p style="text-align: center;"><i>9/5/2025</i></p>

Route copies of signed minutes as applicable:

Level 3 SHS committees:

Route to Level 2 Steering Committee, Level 4 SHS committee chairs, and Level 3 elected co-chair.

Level 4 SHS committees:

Route to Level 3 elected co-chair and Level 4 chair.

Level 4 work unit safety meetings:

Route to Level 4 SHS committee chair and work unit lead.

Level 4 Safety Committee Meeting Agenda

February 20th, 1:00 pm, Dodgen 218

- 1) Incident Report 2024-4 Failure of KBr Pellet Die
- 2) Reported Safety Concerns Update
- 3) Facility Safety Procedures Edits
- 4) Total Health and Safety Plan Edits (Chapters 4 & 20)
- 5) Safety Inspections by next meeting
 - a. Dodgen 110, 215, 221
- 6) Other Safety, Health, and Security Topics
 - a. Rad Trash Procedure in Facility Safety Procedure (Chapter 9)
 - b. Risk Assessment
 - c. Training on THSP, Facility Procedures, Laboratory Standards
 - d. Attire for tour guests (scrubs)