

# 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 May 6, 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
Billy Schmuck	Nuclear Science Center	Reactor Operations Engineer

**AGENDA AND MINUTES** (Attach additional sheets as needed.)

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.)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<p>Incident Report: 2025-1: Dropped Shipping Barrel. A barrel fell off of the barrel dolly. Corrective actions: Formal training of barrel handling and use of the barrel dolly to all personnel that may be issued tasks involving barrel movement.</p> <p>Incident Report: 2025-2: Flux Wire Over Irradiation. A set of flux wires were irradiated longer than requested. Corrective actions: SOP 3 was updated with requirements of using a timer and experiment cards for all experiments lasting less than one shift. Reactor Manager provided training on proper RO/SRO on-duty relief.</p> <p>Incident Report: 2025-3: Safety Event Medical Emergency. A student was found unresponsive in Dodgen 120. Corrective actions: None</p>		

**SAFETY, HEALTH, AND SECURITY COMMITTEE  
MEETING AGENDA AND MINUTES (cont.)**

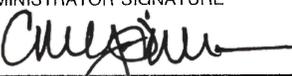
**AGENDA AND MINUTES (cont.)** (Attach additional sheets as needed. See SPPM 2.12 or contact EH&S for assistance.)

**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 combine and send out to revision to committee for comments and vote at next meeting.

**8. SAFETY INSPECTIONS PERFORMED?** (A minimum of one inspection per year is required for all workplaces.)  YES  NO  
(If yes, attach a copy of each completed safety inspection checklist. See SPPM 2.50.)

**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**  
Billy Schmuck was chosen (with a vote among the operations team) to replace Josh Courtain on the Level 4 Safety Committee.

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

**May 6<sup>th</sup>, 11:00 am, Dodgen 218**

- 1) Incident Report 2025-1 Dropped Shipping Barrel
- 2) Incident Report 2025-2 Flux Wire Over Irradiation
- 3) Incident Report 2025-3 Medical Emergency
- 4) Reported Safety Concerns Update
- 5) Facility Safety Procedures Edits
- 6) Total Health and Safety Plan Edits
- 7) Other Safety, Health, and Security Topics
  - a. Risk Assessment
  - b. Lab Inspections