

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 July 12, 2023	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	
Hillary Bennett	Nuclear Science Center	E	X	
Liane Moreau	Chemistry	E	X	
Zachary Beadle	Nuclear Science Center	E	X	
Bryan Chang	Nuclear Science Center	S	X	

5. GUESTS

NAME	DEPARTMENT	TITLE

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 style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </p> <p>No incident reports received.</p> <p>Discussed the progress on addressing the five open safety concerns brought to our attention. One has been resolved. Four are still open, with two waiting on vendor quotes, one has a work request submitted, and has NSC staff working on an electrical safety module. See attached resolution log for more details.</p> <p>Bryan Chang gave a presentation on electrical safety.</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.)

Discussed the addition of the Safety Culture chapter (Chapter 4) in the Total Health and Safety Plan. A motion to approve the revisions of Rev. 1.4, 4/2023 of the Total Health and Safety Plan (to be named Rev 1.5, 7/7023) was approved unanimously.

A discussion on the inclusion of a chapter on electrical safety will be reviewed and discussed during the next Level 4 Safety Committee Meeting. Bryan and Beadle will look at reactor SOPs for electrical safety information, and go through the electrical safety training in Percipio to look for overlap.

Zach Heiden will work on an electrical safety document for NUCS.

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.)

10. OTHER SAFETY, HEALTH, OR SECURITY TOPICS DISCUSSED

Zach Heiden mentioned that there could be a sheet on the back of each door in Dodgen that had a QR code on it, where the link goes directly to the respective room information in the laboratory safety program and SDS for the respective rooms. This suggestion was well received by the committee.

Zach Heiden also brought up that the upcoming NORM in Pullman has a \$3,000 grant for a safety program. Some suggestions for this program included First Aid/CPR/AED and fire extinguisher training.

SUBMITTED BY NAME Zachariah Heiden		DATE SUBMITTED TO ADMINISTRATOR July 14, 2023
ADMINISTRATOR NAME AND TITLE C. Corey Hines, Director	ADMINISTRATOR SIGNATURE  Digitally signed by Corey Hines Date: 2023.07.17 08:07:28 -07'00'	DATE 7/17/2023

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

July 12th, 10:00 am, Dodgen 218

- 1) Incident Reports
- 2) Reported Safety Concerns Update
- 3) Presentation on Electrical Safety by Bryan Chang
- 4) Total Health and Safety Plan
 - a. Review Edits, addition of chapter 4, and vote on acceptance
- 5) Safety Inspections
- 6) Safety Training
- 7) Other Safety, Health, and Security Topics