

**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 October 24, 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	
		E	X	

5. GUESTS

NAME	DEPARTMENT	TITLE
Clark Filip	Nuclear Science Center	Senior Reactor 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>One incident reports received (2023-2), see attached. Discussed that all staff will be required to read the incident report. To prevent future incidents, documented LSC will occur for all staff, retraining on sample handling, and a better approval process has been developed for samples between Ops and Research. Samples will also now be backfilled with nitrogen.</p> <p>Discussed the progress on addressing the four open safety concerns brought to our attention. Of the four safety concerns, one is waiting for a wall to be painted and will be completed within the next week. Two other safety concerns are waiting on fabrication of a tool or whether a proposal is funded to replace the crane. One has NSC staff working on an electrical safety module. A new safety concern was brought up at the meeting and added to the resolution log. See attached resolution log for more details.</p> <p>Bryan Chang gave a presentation on electrical safety.</p> <p>Zach Heiden discussed The addition of a door sign with a QR code to link to the safety binder (electronic version)</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.)

Reviewed the edits to the Total Health and Safety Plan, version 1.6. Voted on version 1.6. Passed unanimously.

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.)

Need to remove the NSC password from the NSC laboratory Safety Program website so that first responders have access to the information on those pages.

Lab inspections are planned for 2024, with the PI's inspecting their own lab space and Dodgen asking EH&S to help with inspections of Dodgen & Fulmer.

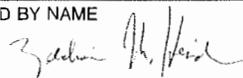
There was also a discussion to make sure the Laboratory Safety Program website is updated annually and functional for all Dodgen & Fulmer labs, for example Guo's Chemical Hygiene Plan was 5+ years old.

10. OTHER SAFETY, HEALTH, OR SECURITY TOPICS DISCUSSED

Z. Heiden suggested that there could be a computer up front showing iLab reservations for instruments in Dodgen to aid in building access for users with instrument reservations.

Z. Heiden discussed adding a sticker to door signs for safety glasses and a discussion resulted in redoing the door signs to include a link to the laboratory safety website on the door sign.

There was also a discussion to amend Section 3.1 of the Facility Safety Procedures to change the location of chemical storage which is listed as Dodgen 220. This revision is currently tabled until a location for chemical storage can be identified.

SUBMITTED BY NAME  Zach Heiden		DATE SUBMITTED TO ADMINISTRATOR October 25, 2023
ADMINISTRATOR NAME AND TITLE Corey Hines, Director	ADMINISTRATOR SIGNATURE 	DATE 9/5/2025

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

October 24th, 11:00 am, Dodgen 218

- 1) Incident Reports (2023-2)
- 2) Reported Safety Concerns Update
- 3) Electrical Safety Update
- 4) Total Health and Safety Plan v. 1.6
- 5) Door Signs with QR Code links to Safety Documents
- 6) Safety Inspections
- 7) Safety Training/Percipio Updates
- 8) Other Safety, Health, and Security Topics