Memo

To: Committee on Committees

From: Richard Seamon, Chair (2017-2018), University Safety and Loss-Control Committee (SLCC)

Re: SLCC Request to Revise Membership

Date: March 21, 2018

Dear Committee on Committees:

At its meeting on November 15, 2017, the SLCC approved a resolution to seek a change to the SLCC's membership. The change would add four new voting members, to represent Information Technology Services, University Support Services, the University Library, and the Office of Research and Economic Development. If adopted, this change would require revising Faculty Staff Handbook 1640.76.B as follows:

B. STRUCTURE. The committee is composed of 17 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; a member from Information Technology Services; a member from University Support Services; a member from the University Library; a member from the Office of Research and Economic Development; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities or designee; Assistant Vice-President of Human Resources or designee; Staff Affairs Representative; one undergraduate student; one graduate student; Commander, Moscow Police Department, campus subdivision (ex-officio); Occupational Safety Specialist (ex-officio); the Director, Environmental Health & Safety (ex-officio), and the University of Idaho’s Executive Director of Public Safety or designee. The Safety and Loss-Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after one-year rotation. The committee elects its own chair and vice-chair from among the voting members. Committee members representing colleges are appointed by the university's Committee on Committees and serve a three-year period. The college representatives are ex officio members of their college unit safety committees. Student members of the committee will serve terms as recommended by the ASUI and GPSA.

The SLCC voted to approve this proposed change after a discussion of the concerns that, as we understand it, were expressed by your committee and Ann Thompson when the SLCC passed an identical resolution in March or April, 2016. Again as we understand it, the main concerns were:

1. This change would make the SLCC too big to be manageable, with regard, for example, to getting a quorum.
2. Considering the concern about size, would it be better to make any additional representatives ones who would serve without a vote?
3. How does the SLCC relate to "unit safety committees" and to the university-wide safety and loss-control infrastructure, including safety and loss control at the educational centers and research and extension centers.

Below is a summary of the SLCC's discussion of these concerns.
1. **Will adding four members make the committee unwieldy?**

The SLCC does not think that adding four voting members will make the committee unwieldy. For the last 18 months or so, monthly meetings have almost always had a quorum. Furthermore, almost all of these meetings have been devoted primarily to sharing information and reinforcing each other's commitment to "spreading the gospel of safety" to colleagues, rather than debating action items. The SLCC thus functions to facilitate a culture and safety by spreading awareness of issues and best practices. The SLCC voted to add four new members to broaden this effort to cultivate a culture of safety.

2. **Would it be better, if new members are added, to have them participate without a vote?**

The SLCC does not think that it would be better to leave the new members without a vote. The consensus was that people who lack a vote will be less likely to attend than people who have a vote, and more generally, that people who lack a vote will not have the same investment in the committee's mission as people who have a vote. If the key goal of the SLCC is to promote a culture of safety through information sharing and "spreading the gospel," it would be better to add members who have "skin in the game."

3. **How Does the SLCC Relate to the University's "Safety Units," its Centers, and the Broader Safety and Loss Infrastructure?**

   a. Administrative Procedures Manual (APM) 35.32.D requires unit administrators to develop and implement a "unit safety program." One element of a "unit safety program," under APM 35.32D-1, is a "unit safety committee." For example, each academic unit -- each college, in other words -- has a unit safety committee. The unit safety committees help implement the University's Safety and Loss Control Program. Ultimate responsibility for administering this program lies with the Director of Environmental Health and Safety (EHS). The unit safety committees have no formal connection with the SLCC; they are not supervised by the SLCC. They do, however, provide information that is regularly reported to the SLCC, and members of the SLCC regularly communicate with their corresponding unit safety committee.

   b. To the extent that units operate in the centers as well as on the Moscow campus, those units' safety and loss committees implement unit safety programs at the centers as well as the main campus. For example, the College of Agricultural and Life Sciences has a unit safety committee that implements that college's unit safety program at the Moscow campus and the research and extension centers.

   c. As mentioned above, the Director of EHS heads the university's institutional Safety and Loss Control Program. Under APM 35.32A-1, the Director prescribes "[s]afety policies and procedures which are required in order to ensure compliance with local, state, or federal law or regulation." When the Director proposes safety policies that "are a combination of legal or regulatory requirements and institutional policy, those portions with institutional policy" elements are "submitted for review and approval by" the SLCC. (APM 35.32A-1.) In addition to prescribing safety policies and procedures (some of which are subject to SLCC review and approval), the Director of EHS "is responsible for administering the institutional Safety and Loss Control Program." (APM 35.32A-3.) To carry out this responsibility, among other things the Director of EHS "coordinates the efforts of all University units and employees to
create and maintain safety. To that end, the Director of EHS and EHS Office staff work with unit safety committees to develop and implement unit safety plans.

* * *

Thank you for considering this request.

Attached to this memo are:

A. SLCC Minutes from meeting 2017-18 # 3 (Nov. 15, 2017)
B. Unit Safety Committees and contact personnel
C. APM 35.32
Attachment A
University Safety and Loss Control Committee

Meeting Minutes

Meeting 2017-18 #3

Date: November 15, 2017
Location: Idaho Commons Panorama Room

Members/Alternates Present: Richard Seamon (CH), Benjamin Barton, Mike Sonnichsen, Rob Keefe, Member (for Raymond Dixon), James Moberly, Onesmo Balemba, Elaina McIntosh-Perry (for Mike Holthaus), Nancy Spink (for Matt Dorschel), Samir Shahat, Kelvin Daniels

Members Absent: Monica Banyi, Brandi Terwilliger, Debbie Huffman, Nicholas Brannon, Amy Lin, Cynthia Ballesteros, Fahmid Tousif

Also in attendance: Greg Cain, and Russell McClanahan

Handouts/Attachments:

1. USLCC Minutes for October 18, 2017
2. Meeting 2017-18 #3 Agenda
3. Annual Unit Safety Assessments

Meeting called to order at 2:05 p.m. by committee chair, Richard Seamon.

Confirmed next meeting for December 20, 2017.

Minutes for October 21st meeting approved, motioned by Ben Barton and seconded by Mike Sonnichsen.

Open issues:

1. Richard Seamon has met with Miranda Anderson of the Committee on Committees. Miranda suggests the Committee starts over and answers three questions.
   a. Who are the Unit Safety Committees, where are they located and how do they relate to the USLCC. Answer; Unit Safety Committees are a separate part of APM 35.32 to implement Loss Control. APM and list attached to minutes.
   b. How are the Branch Campuses represented? Answer; Research and Extension are represented in CALS and CNR USC.
c. Would increasing the membership from 17 to 21 make it too difficult to get a quorum?

Chair suggests submitting a written request polished with answers. Discussion followed regarding the APM 35.32 and FSH 1640. Copies will be sent out for next meeting. Motion was made by James Moberly to submit the request again to include the 4 new members, ITS, ORED, ESS and the Library. Motion was seconded by Onesmo Balemba and passed with all yees.

2. Accident report; As of November 14, 2016 there were 94 accidents with an incurred total of $604,214 with 4 claims still open and $225,808 of that incurred total is reserve. As of November 14, 2017 there are 95 accidents that have an incurred total of $648,889 with 42 open claims and $393,588 in reserves. Discussion followed on accident report outs to USC and departments. Using near misses and accident numbers we hope to track trends to be proactive in training and preventative rather than reactive.

3. Unit Safety Committee reports:
   a. CNR hopes to meet November 29th. They have been burning on the Ex. Forest and working with EHS for communication SOP and permits. The Department is working on Lab Safety (Dora) and assisting with Fire Safety and Evacuation. The logging safety grant is on hold, through NIOSH 65,000 subscribers nationally.
   b. ESS – will have Unit Safety meeting as the first half of one of the semi-monthly staff meetings.
   c. Col of A&A has focused on completing the Fire Safety and Emergency Evacuation plans.
   d. CLASS- has no report.
   e. CALS met Nov 9 (report by Kelvin) Watch for Slips and falls. Lab audits, annual vehicle inspections and new AEDs in AgSci and AgBio.
   f. Col-Law – will be having the CPR and First Aid training as a college. They have a current issue with egress at the clinic and are installing security cameras.

4. Benjamin Barton volunteered to act as Vice-Chair

New business:

1. Staff council requested information on dissuading fears about concealed carrier on campus. Active shooter response training will be conducted at the Bruce Pitman Center December 6.
2. Annual Unit Safety Committee Assessments have been distributed and are due December 11.

For the Good of the Order

None

Meeting adjourned at 3:10 p.m. motion by Ben Barton, seconded by James Moberly.

Submitted by: Kelvin Daniels, Occupational Safety Specialist, Secretary.
UNIT SAFETY COMMITTEES
CONTACT PERSONNEL
Fiscal Year 2018

E-mail string for all unit safety committee contacts:
kknicker@uidaho.edu; dschloss@uidaho.edu; donparks@uidaho.edu; mnugen@uidaho.edu; jenniej@uidaho.edu; dstout@uidaho.edu; markn@uidaho.edu; dlahann@uidaho.edu; kbateman@uidaho.edu; thadg@uidaho.edu; jltaylor@uidaho.edu; brandit@uidaho.edu; jeannec@uidaho.edu; gcain@uidaho.edu; bborcher@uidaho.edu; samm@uidaho.edu; jpankopf@uidaho.edu; marianem@uidaho.edu; sfox@uidaho.edu; mmccuire@uidaho.edu; msonic@uidaho.edu

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• Jennie Hall jenniej@uidaho.edu

COLLEGE OF NATURAL RESOURCES
• Darrell Stout dstout@uidaho.edu

COLLEGE OF SCIENCE
• Mark Neilsen markn@uidaho.edu

OFFICE OF RESEARCH AND GRADUATE STUDIES AND INSTITUTES
• Dan LaHann dlahann@uidaho.edu

IRIC
• Russ McClanahan rmclanahan@uidaho.edu

Updated 09/18/2017
Auxiliary Services

- Nick Brannon nbrannon@uidaho.edu

Event & Support Services

- Greg Cain gcain@uidaho.edu

Facilities

- Thad Gilkey thadg@uidaho.edu

Human Resources – moving into Executive area committee

- Shelby Hurn shelby@uidaho.edu

Executive Area (President’s/Provost’s Office, Academic Affairs)

- David Pittsley dpittsley@uidaho.edu

Idaho Commons/Student Union/Academic and Student Services

- Elissa Keim ekeim@uidaho.edu

Information Technology Services

- Brian Borchers bborcher@uidaho.edu

Library

- Samm Green samm@uidaho.edu

University Advancement/Alumni

- Judy Pankopf jpankopf@uidaho.edu

WWAMI

- Marlene Martonick marlanem@uidaho.edu

Outreach

UI Center – Boise
- Stephanie Fox sfox@uidaho.edu

UI Center – Idaho Falls
- Joanna Taylor jltaylor@uidaho.edu

UI Center – Coeur d’Alene
- To be determined

Updated 09/18/2017
35.32 - Safety & Loss Control Program

January 11, 2011

A. Institutional Safety and Responsibility. [ed. 1-11]

A-1. Safety Policies and Procedures. Safety policies and procedures which are required in order to ensure compliance with local, state, or federal law or regulation will be prescribed by the Director of Environmental Health and Safety. When proposed safety policies are a combination of legal or regulatory requirements and institutional policy, those portions with institutional policy will be submitted for review and approval by the University's Safety and Loss Control Committee. [ren. & rev. 1-11]

A-2. Obligations. Administrators, managers and supervisors are responsible for developing and implementing safe work practices, promoting safety, and setting the example for others. All employees are expected to adhere to safe operating work practices and are encouraged to provide expertise and offer ideas to make safety a part of the job. All members of the University community are expected to continuously promote safety awareness, maintain property and equipment in safe operating condition, and comply with APM Chapter 35 (Environmental Health & Safety). [ren. & rev. 1-11]

A-3. Director of Environmental Health and Safety Responsibilities. The Director of Environmental Health and Safety is responsible for administering the institutional Safety and Loss Control Program. To fulfill this responsibility, the Director of Environmental Health and Safety directs the activities of the Environmental Health and Safety ("EHS") Office, monitors the work
environment and coordinates the efforts of all University units and employees to create and maintain safe conditions of study, research, and employment, to promote safe practices and to ensure compliance with applicable regulations. The Director of Environmental Health and Safety also serves as the University's environmental compliance officer. [ed. & ren. 1-11]

A-4. Supervisor Responsibilities. Deans, directors, department heads, faculty members, staff and other supervisory personnel are responsible for providing safe environments and operations under their control (including, but not limited to, work, classroom, laboratory, and field-trip activities), and are required to ensure that all reasonable and necessary precautions are taken to prevent accidents and to preserve the life and health of the employees, instructors, students and others under their supervision. Supervisors are responsible for ensuring that employees under their supervision are adequately trained, equipped, monitored, evaluated, and guided as appropriate to ensure compliance with established safety policies, standards, and procedures. Annual performance evaluations of supervisors shall reflect performance in promoting safe work practices. [ed. & ren. 1-11]

A-5. Employee Responsibilities. All University employees are required to comply with the safety policies, procedures, and work practices established by the University. Employees must avoid any activity that creates or constitutes a serious hazard to themselves or others while working for the University. Any employee who believes that performing an assigned work task or activity may pose a serious risk to life or health is expected to immediately bring their concerns to the attention of his or her supervisor, or others as designated by department/division procedures. [ren. 1-11]

B. Safety and Loss Control Committee Function. In conformity with the State of Idaho's Safety and Loss Control Program model, the University has established a Safety and Loss Control Committee. [See also FSH 1640.76]

B-1. Responsibilities. The responsibilities and purposes of the committee are described in FSH 1640.76. [ed. 7-10]

C. Safety and Loss Control Committee Membership/Structure.
C-1. Membership/Structure. See FSH 1640.76. [ed. 7-10]

C-2. Governance. The Safety and Loss Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after a one-year rotation. Committee members are appointed by the University’s Committee on Committees and serve a three-year period with students serving terms as recommended by the ASUI and GPSA. [ed. 1-11]

D. Unit Safety Program. Unit administrators are required to ensure that a unit safety program is developed and implemented using the template provided by EHS. [add. 1-11]

D-1. Unit Safety Program Elements. The Unit Safety Program is comprised of the following nine elements: [add. 1-11]

- Policy and Procedures
- Unit Safety Committee
- Job Hazard Assessment
- Safety Training
- Accident Reporting and Investigation
- Inspections
- Emergency Response Plans
- Vehicle Safety and Use
- Hazardous Materials Use

Further information, guidance, resources and tools to assist in the development of a unit safety program are available at the EHS website. Please click here to access the Unit Safety Program webpage. [add. 1-11]

D-2. Unit Safety Program Assessment. Unit administrators shall ensure that their safety program is reviewed annually to determine the progress made in reaching the goals described in the unit safety program template. To accomplish this, a Unit Safety Program Assessment Checklist is available.
Please click here to access the Assessment Checklist. [add. 1-11]

E. Information. For additional information and assistance, please contact the Environmental Health and Safety Office at (208) 885-6524 or Safety Office email. [add. 1-11]