

#

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Monday, November 8, 2010

8:30 to 9:30 a.m.

Phinney Hall room 102

Present:

Suzanne Aaron, Benjamin Barton, Kenton Bird, Ann Hoste, Jean McIntire, Daniel Orozco, Kevin Woelfel (chair)

Guest:

Patrick Gillham, CLASS representative for UI Safety and Loss Control Committee

Not present:

none

The meeting was called to order by committee chair Kevin Woelfel at 8:30 a.m.

1. This was the first meeting of academic year 2010-11, and four new members joined the committee: Benjamin Barton of Psychology and Communication Studies, Kenton Bird of Journalism and Mass Media, Ann Hoste of Theatre Arts, and Daniel Orozco of English. Members introduced themselves and described their experience with safety issues.
2. Patrick Gillham told the committee that the UI Safety and Loss Control Committee decided the focus this year should be on Element 4 of the Unit Safety Program Checklist, which deals with safety training and should contribute to the culture of safety awareness. It would involve having all employees watch the new safety orientation presentation, "Safety Matters," on the web and creating safety training profiles that would identify courses an employee might need to take. The training profiles would apply to job descriptions in general and, when applicable, to individuals specifically. His committee discussed including any required safety training or responsibilities in faculty position descriptions and rating safety performance in annual evaluations.

Committee members supported the general safety orientation requirement and thought that the results of the hazard and safety assessment questionnaire developed by last year's committee would be useful in determining what additional training might be needed; results of the questionnaire are due to the dean by the end of November 2010. They opposed inserting safety training into faculty position descriptions and evaluations and, instead, favored making this the responsibility of department chairs/directors, who would be evaluated on safety as part of their regular administrative duties. Safety is already a part of staff evaluations.

#

Committee members had ideas for making training and education more effective, such as prioritizing needs and providing hands-on, active training (e.g., on use of fire extinguishers and emergency exiting), which could be done during regular departmental meetings. A draft recommendation for the dean will be developed at the next meeting.

Committee members discussed the problem with acquiring funds for safety equipment or to replace or repair aging, unsafe equipment or facilities. Presently, this is generally the responsibility of the individual unit or college, and we are at risk in areas where the cost is beyond our budgetary means. This has been discussed in the past, and at one point Environmental Health and Safety was given some one-time funds for less costly safety enhancements, but no regular central funding source exists.

Committee members agreed to watch the "Safety Matters" course on the web before the next meeting. Their department "gatekeepers" need to assign the course in NetLearning.

3. Committee members agreed to meet on Wednesdays from 8:30 a.m. to 9:30 a.m. as needed. The next meeting will be held on December 1, 2010, and the agenda will be to discuss the results of the questionnaires and draft a recommendation to the dean for implementing Element 4 of the UI checklist.

The meeting adjourned at 9:30 a.m.

Minutes submitted by committee secretary Suzanne Aaron.

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Wednesday, December 8, 2010
8:30 to 9:30 a.m.
Administration Building room 330

Present:

Suzanne Aaron, Benjamin Barton, Kenton Bird, Ann Hoste, Jean McIntire, and Kevin Woelfel (chair)

Not present:

Daniel Orozco

The meeting was called to order by committee chair Kevin Woelfel at 8:30 a.m.

1. Minutes from last meeting.
Bird moved the minutes from November 8, 2010 be approved. McIntire seconded. All members present agreed to accept the minutes.
2. "Safety Matters" discussion.
Not all members had viewed the "Safety Matters" video on the web. One reported a problem with the web link. Members agreed to watch the video in the near future. Aaron will send the link and instructions to get started. Prior to the meeting, Orozco wrote a critique of the video, and the other committee members will respond via email to the entire group with their own suggestions and edits to his list. Aaron will compile the list and send it to all members for another review, and then Woelfel will see if EHS is willing to make changes before we require all CLASS employees to watch it. To save time, all of this will be done via email, before the next meeting in January.

Committee members discussed how the requirement to watch the video would be enforced as new employees are hired and whether, in the interest of enhancing the culture of safety, this should be handled centrally (through the various orientation programs, e.g., Human Resources, College of Graduate Studies, or by other means such as mass email or Register inserts) or decentrally in the college (perhaps with Aaron sending annual reminders to department gatekeepers and chairs). The consensus was that centralized management is preferred, and Woelfel will contact Dean Aiken with a recommendation for EHS. In the meantime, though, CLASS will be responsible for making sure all current employees watch it.

Members also discussed the possibility of having group viewings, perhaps with multiple departments, instead of asking faculty to view it individually. *(Aaron checked with EHS after the meeting to see if this is possible with the NetLearning*

system, and we would need to set it up as a special college-level class and give credit manually since university-level classes must be taken individually.)

The committee did not discuss the draft recommendation to the dean that was attached to the agenda and will instead wait until everyone has watched the video, made comments, and heard if EHS will edit the presentation. If time permits, the recommendation will be that all CLASS employees watch the video before the end of spring semester 2011.

3. Members noted that the process to report an accident, which is a basic safety issue that all employees need to know, is not prominent on the EHS website. *(Aaron later contacted EHS with the suggestion to make it more prominent.)*
4. CLASS hazard and safety assessment questionnaire.
Since the hour for meeting was over, members did not have time to discuss the questionnaires. Aaron announced briefly that she was consulting with EHS about what action to take next.
5. Emergency Management Plan template.
Committee members were asked to read the template and be prepared to discuss it at the next meeting.
6. The agenda for the next meeting, on a Wednesday in January to be determined, will be further discussion on the "Safety Matters" course, what to do with the results from the questionnaires, and the Emergency Management Plan template.

The meeting adjourned at 9:30 a.m.

Minutes submitted by committee secretary Suzanne Aaron.

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Wednesday, February 2, 2011
8:30 to 9:30 a.m.
Administration Building room 207

Present:

Suzanne Aaron, Benjamin Barton, Kenton Bird, Jean McIntire, and Daniel Orozco

Not present:

Ann Hoste, Kevin Woelfel (chair)

The meeting was called to order by committee secretary Suzanne Aaron, acting for chair Kevin Woelfel, at 8:30 a.m.

1. Minutes from last meeting.
All members present accepted the minutes from the December 8, 2010 meeting.
2. Draft recommendation to EHS on the "Safety Matters" video.
Members reviewed the draft memo from us to Environmental Health and Safety about the "Safety Matters" training video. Aaron will insert a sentence in the last paragraph about how the audio should augment the slides, rather than just repeat the written material, and suggest the length be no longer than 30 minutes. Woelfel will send the edited memo to EHS. (*This was done on February 3.*)
3. Draft recommendation to dean for implementing Element 4
Members approved the draft memo, with two minor edits, from Woelfel to Aiken regarding implementing Element 4: Safety Training. This will be sent to the dean after EHS responds to the memo from Woelfel referenced in 2. above.
4. Emergency Management Plan template.
Members discussed the new Emergency Management Plan template in detail and had several edits (we are permitted to edit the document) and questions for Risk Management. Aaron will get answers from Risk Management and then revise the template and forward it to the committee for final review. The dean will send the final version to CLASS chairs/directors.
5. The agenda for the next meeting (Wednesday, February 16, 2011, 8:30-9:30 in Admin 207) will be the results of the CLASS hazard and safety assessment questionnaires and recommendation from EHS on how to proceed.

The meeting adjourned at 9:30 a.m.

Minutes submitted by committee secretary Suzanne Aaron.

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Wednesday, February 16, 2011
8:30 to 9:30 a.m.
Administration Building room 207

Present:

Kevin Woelfel (chair), Suzanne Aaron, Benjamin Barton, Kenton Bird, Jean McIntire, and Daniel Orozco

Not present:

Ann Hoste

The meeting was called to order by committee chair Kevin Woelfel at 8:30 a.m.

1. Minutes from last meeting.

All members present accepted the minutes from the February 2, 2011 meeting.

2. "Safety Matters" video.

Woelfel said Environmental Health and Safety had not yet responded to our suggestions and would follow up after the meeting. *(Email forwarded by Woelfel to committee members on February 16; EHS will not make any changes at this time.)*

3. Discuss results of CLASS hazard and safety assessment questionnaires and recommendation from EHS on how to proceed.

EHS recommended two other online training courses, in addition to "Safety Matters," for all CLASS employees: "Slips, Trips and Falls" and "Back Injury Prevention." These would cover, according to EHS, "two of the most persistent and frequent causes of accidents and injuries, both on and off the job." Committee members will watch these videos before the next meeting and be prepared to discuss this recommendation.

Members discussed the hearing conservation recommendation as it relates to the Lionel Hampton School of Music's band room. Aaron will consult with the dean about contracting with acoustician Michael Yantis of Sparling for testing and practical, affordable remedies for this room. *(The dean agreed to fund this project; Facilities contacted on February 17, 2011.)*

Members had questions about policies for vehicles, including various scenarios including an individual driving a personal vehicle on UI business, students going on field trips for classes, student club members going on field trips with and without a

faculty advisor, anyone using rental vehicles for UI business, and anyone using UI vehicles. Bird will speak with Risk Management and report back to the committee at the next meeting.

Members discussed the two immediate safety concerns: some stair rails in the Music building and lighting and stage rigging in the Hartung Theatre. Woelfel reported that Music was waiting for Facilities to fund the project, and Aaron reported that the Hartung Theatre problems, which are too expensive to fix with college or departmental funds and would not be eligible for general University funds, would be remedied in a project currently in the fund raising process.

The committee then discussed how the general process would be handled. Chairs of departments who gave YES responses will be given instructions on what to do next, based on the recommendations in the email from EHS, and will report back to our committee in a reasonable time period. Aaron will coordinate this process with Woelfel and the dean.

4. The agenda for the next meeting (Tuesday, March 1, 2011, 8:30-9:30 in Admin 330) will include discussion on the "Back Injury Prevention" and "Slips, Trips and Falls" training videos and a report from Bird on vehicle usage policies.

The meeting adjourned at 9:30 a.m.

Minutes submitted by committee secretary Suzanne Aaron.

MINUTES
College of Letters, Arts and Social Sciences Safety Committee

Wednesday, March 1, 2011
8:30 to 9:30 a.m.
Administration Building room 230

Present:

Kevin Woelfel (chair), Suzanne Aaron, Benjamin Barton, Kenton Bird, Ann Hoste, Jean McIntire

Not present:

Daniel Orozco

The meeting was called to order by committee chair Kevin Woelfel at 8:30 a.m.

1. Minutes from last meeting.

All members present accepted the minutes from the February 16, 2011 meeting.

2. Announcements.

Aaron announced that the dean would soon send chairs the emergency management plan templates.

Woelfel announced the acoustician is coming to evaluate the band room.

3. Discuss two safety training videos: "Slips, Trips & Falls" and "Back Injury Prevention."

Not all members were able to watch the two videos, but all agreed the committee should recommend to the dean that only "Safety Matters" be mandatory and that she recommend the other two but allow chairs to determine if employees in their departments would be required to watch them. Woelfel will make this recommendation. *(Due to technical problems experienced in a test department later, this recommendation will be postponed until EHS can make a few improvements to the email notification message and login process.)*

4. Report from Kenton Bird on vehicle usage.

Almost every unit responded on the CLASS hazard and safety assessment questionnaire that they transported people or equipment in vehicles. Bird volunteered earlier to speak with Risk Management Officer Nancy Spink about policies for various situations and presented his findings to the committee today. See the attachment to these minutes. *(Bird also presented this information at the CLASS executives meeting on March 3, 2011.)*

5. The date of the next meeting will be announced later.

The meeting adjourned at 9:30 a.m.

Minutes submitted by committee secretary Suzanne Aaron.

Attachment to CLASS Safety Committee Minutes of March 1, 2011

Information provided by Kenton Bird, from communication with Nancy Spink, Risk Management Officer

Is a travel-authorization form necessary for a faculty member or graduate student to pick up a guest speaker or other university visitor at the Pullman-Moscow Airport using a private vehicle?

Not for insurance purposes. Please note that auto insurance is triggered by the TITLE OF THE VEHICLE. Thus, if I own a vehicle, my auto insurance must become involved (although there is no guarantee of coverage) in claims arising from the use of my auto. If the vehicle is owned by the university, then the claim is referred, through university risk, to the State of Idaho's program of risk and insurance. It is the TITLE OF THE VEHICLE, and not the operation, that indicates which insurance companies will respond.

Does a student club making an out-of-town field trip, unaccompanied by a faculty advisor, need to complete a field-trip authorization form?

Your college can determine whether they wish student clubs to complete the field trip authorization form. That form is required by the colleges but not by university Risk.

University Risk does recommend, however, that students clubs engage in "risk planning" for their activities, and that the clubs use an "Acknowledgement of Risk and Waiver of Liability Form" (commonly known as a Waiver) for their activities. Waivers may be written ONLY by university Risk. For convenience, Risk posts general information about risk planning at this website:

<http://www.uidaho.edu/risk/riskplanning>

including a link to information about Waivers:

<http://www.uidaho.edu/risk/riskplanning/waivers>

Are there any other policies related to vehicle use that faculty and staff in our college should be aware of?

Please see APM 05.08

<http://www.uihome.uidaho.edu/default.aspx?pid=84318>

Carry Salonen provides in-depth training on vehicle use.

It's really key to remember, regarding auto insurance, that it is the title that triggers coverage. If you're using your personal car for university business, your personal auto policy will have to respond (thus, your personal loss history can be affected). If you're using a university-titled vehicle for university business, the losses go against the State's loss history.

If you're renting a car for university business, be sure you have a travel authorization to back you up. We recommend using the "purchase cards," as the deductible is lower.

Environmental Health & Safety provided this information to the committee earlier:

Prior to driving University vehicles, drivers must successfully complete the online course, Defensive Driving. Included in the course is general information pertaining to transporting materials and equipment, e.g., heavy items on the bottom, ensuring it is adequately secured, etc. More specific training may be required/recommended depending upon the type of equipment being used or transported, e.g., if trailers are used, equipment is being towed, hoisting or rigging is involved, etc. – please contact EHS if information beyond what is presented in the Defensive Driving course is needed.

The main provisions of the University's Vehicle Use Policy are also presented in this course as well as the Vehicle Use Agreement Form which all employees are required to sign before they are permitted to drive University Vehicles.

Additional information on the University's Vehicle Use Policy, including access to current forms and information on liability and insurance issues related to vehicle use, may be found on Risk Management's website at: <http://www.uidaho.edu/risk/insurance/vehicles> .

ADMINISTRATIVE PROCEDURES MANUAL
Excerpt from 05.08 -- Vehicle Coverage and Use
July 13, 2010 (rewrite incorporating APM 5.09 and 5.10)

B. Overview. University vehicles are provided to further the educational mission of the university, and may be used only for official university business. The use of university vehicles for personal or other non-official business is strictly prohibited. Operators of university vehicles are expected to be good stewards of this important asset. The title of a vehicle determines which party responds to auto losses. Vehicles titled to the university must be enrolled in liability coverage, and if five years old or newer, physical damage coverage. Coverage is through the State of Idaho Risk Management Program (State RMP). In order to ensure safe operation of university vehicles, drivers must qualify to use the vehicles. Before operating a university vehicle, a university employee must have on file with his/her unit: an Authorization to Travel form signed by the appropriate authority for the unit; verification of completed driver training; a satisfactory driver's record check; and a signed Vehicle Use Agreement (VUA). If an accident occurs, drivers (see I) of university vehicles must report claims promptly.

Vehicles titled to individuals, or privately-owned vehicles, even if used for university business, are not part of the State RMP coverage. For more information about the use of privately-owned vehicles (see D). [emphasis added]

D. Insurance for Privately-Owned Vehicles. When a university employee uses a privately-owned vehicle for official university business, the privately-owned vehicle's insurance is primary. Up to the limit of the Idaho Tort Claims Act (\$500,000), the university's liability coverage is secondary, only on behalf of the university, not the employee. The university's comprehensive-collision coverage will not extend to a private vehicle driven on university business by its owner or by another driver with the consent of the owner. The private vehicle's comprehensive-collision insurance (if available) will provide the only

coverage (see H for passengers). Employees should check with their personal insurance agent to determine coverage on their privately-owned vehicle when used for business purposes.

D-1. Student drivers of privately-owned vehicles must provide proof of liability insurance to the university and complete and provide a completed Registration of Personal Vehicle for Official University Travel form to Risk.

E. Rental Vehicles.

E-1. Rental vehicles are only to be used for official university business. The driver must have on file with his/her unit an Authorization to Travel form signed by the appropriate authority for the unit.

The driver must sign the rental agreement in his/her name, followed by the initials "UI", to indicate to Risk and State RMP that the vehicle is being rented for official university business. The driver is responsible for ensuring that he/she has met the requirements of the university's driver policies and any specific requirements of the rental agency or loaning organization (e.g., age requirements, credit card, etc). When traveling, the driver must carry an accident claim kit, available by contacting Risk.

E-2. Purchasing Services has entered into contracts with rental agencies that will give UI employees special rental rates and/or benefits. Contact Purchasing Services at 885-6116 for details on contract specials or cost savings. Visit Accounts Payable's website at <http://www.uidaho.edu/controller/accountspay> regarding reduction of the deductible and the benefits of using the UI Purchasing Card to pay for a rental. *[ed. 11-10]*

E-3. Inspect the vehicle before operating and immediately bring any damage to the attention of the rental agency. When returning the vehicle, inform the rental agency (before leaving the lot) of all obvious damage or defects.

E-4. Collision Damage Waiver and Liability Insurance from the rental agency. Within the United States, State RMP coverage (liability and physical damage) automatically extends to a vehicle rented by a university employee for official university business. **Only purchase rental car agency insurance (liability and physical damage), if:**

- a.** the unit is unwilling to pay the \$500 comprehensive and collision deductibles charged by the State RMP;
- b.** the vehicle is rented outside the United States;
- c.** the rented vehicle is a truck or moving van. (State RMP does not provide coverage for truck rentals or moving vans. When an employee rents a truck for official university business, the employee must purchase the liability and physical damage insurance offered by the rental agency because the university cannot provide the coverage required in the agency's rental agreement. Units are responsible for any deductible for the insurance.);

d. see section H for information regarding passengers.

H. Passengers. Medical-payments coverage is not carried on university vehicles. Only the following persons may ride in university vehicles: UI employees, persons cooperating in UI projects or programs, and students participating in authorized travel. In the event persons other than those listed above are to be carried in a rental vehicle for official university business, consultation with Risk is required before the trip. Purchase rental car agency insurance for liability and physical damage if any passenger is uninsured by student insurance or by worker's compensation insurance. Non-employees in university vehicles used for official university business need to have a signed waiver (see K) that is specific to the activity.

Passengers in a privately owned vehicle may be covered through the insurance of that vehicle, if available. There is no coverage through State RMP for passengers.

J. Vehicle Accidents and Claims.

J-1. University-Owned Vehicles. In the event of an accident involving a university-owned vehicle, notify Risk immediately and submit an Auto Accident Report Guide to Risk within 72 hours. If a loss arises from the vehicle accident, Risk will work with the driver and the driver's unit to submit a claim to State RMP (see K).

J-2. Rental Vehicles. In the event of an accident in a rental vehicle, inspect the vehicle with a representative of the rental agency to establish a mutual understanding as to the amount of damage. If you did not purchase collision insurance from the rental agency, inform the representative that the vehicle was rented for business use, and ask the agent to submit a claim to the State RMP. Give the rental agency the green "Citizen's Claim Procedure" form from the accident claim kit, and provide Risk's main number (208) 885-7177