

## Workplace Safety, including Risk Management Report

### BACKGROUND

The Executive & Audit Committee annually reviews with university leadership the top risks that may impact Oregon State University's ability to meet its mission and objectives. Each of the identified top risks is assigned to one of the Board committees, based on alignment with the committee's charter and workload. The Academic Strategies Committee provides oversight of the university's action plan for mitigating lab safety. This year, the scope of focused attention was expanded to the broader category of workplace safety, with a focus on shops and industrial lab operations.

### STATUS UPDATE

The coronavirus pandemic has significantly modified business operations at the university. Over the past several months, the university has been working diligently with the Higher Education Coordinating Commission, the Governor's office and the Oregon Health Authority to develop guidelines, phased requirements and safety measures for staff and students. Environmental Health and Safety (EH&S) has been providing critical on-site support operations during the pandemic, including conducting over 600 workplace safety checks and consultations and working with researchers to complete COVID-19-related risk assessments. On-site safety services for partners continued through summer term, as classes and research resumed at limited levels.

During the time of restricted operations on campus, EH&S staff continued working remotely to advance critical projects, including the development of COVID-19 health and safety resources, education and training materials; the updating of over 5,000 hazardous material catalogs in the EH&S database; and the revision of a range of policies and operating procedures. EH&S leaders worked closely with stakeholders such as COVID-19 Continuity Management Team, Research Office, Student Affairs, and Facilities Services to prioritize projects that assured the continuous improvement of safety, health and compliance at OSU during these unprecedented times.

In addition to responding to the COVID-19 pandemic, progress continues to be made to strengthen the culture of safety at OSU. Proactive protocols and risk assessments have been developed, and incident response improvements are being implemented. Examples of accomplishments include a revision of the University Health and Safety policy to enhance workplace safety, a safety culture survey which will launch this fall, and the formation of a safety task force is being piloted in the College of Engineering to help improve the culture of safety and better prepare students for work after graduation. This will be expanded to enhance the culture of safety throughout the university.

### NEXT STEPS

The Board will be provided an update on workplace safety at least annually; additional discussion can be scheduled as determined by the Academic Strategies Committee Chair. In addition to Board reports, routine updates on workplace safety are provided to the Compliance Executive Committee, which is chaired by the Provost.

**Oregon State University  
Enterprise Risk Management  
2020 Priorities  
Workplace Safety**

<b>Risk Topic Oversight Summary</b>						
<b>Board Oversight Committee</b>	<b>Risk Topic</b>	<b>University Goal</b>	<b>Type(s) of Risks to be Prevented</b>	<b>Risk Owner(s)</b>	<b>Primary Risk Mitigation Strategy(ies) <sup>1</sup></b>	<b>Risk Mitigation Team</b>
Academic Strategies Committee	Workplace Safety	Provide a safe and healthy learning, research, and work environment	Operational (safety), Compliance, Financial, Reputational	Provost, VP for Finance and Administration, VP for Research	Reduce, Avoid, Share/Insure	Senior Associate Vice President for Administration, Director, Environmental Health and Safety

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<sup>1</sup> Definitions of mitigation strategies:

Avoid: Discontinue the activities that present unacceptable risk  
 Share/Insure: Transfer the risk through insurance programs

Reduce: Implement controls, practices, programs to lessen the risk  
 Accept: Proceed with the activity because the benefit outweighs the risk

Mitigation Plan	
Objective 1: Improve workplace safety culture	
Actions to Satisfy Objective	Status Report
<p>Implement applicable recommendations of “A Guide to Implementing a Safety Culture in Our Universities” developed by the Association of Public and Land-grant Universities (APLU) Council on Research Task Force on Laboratory Safety</p>	<p><b>Progress made with ongoing actions:</b>                      Strengthen and sustain a strong culture of workplace safety by creating more effective ways to ensure proper safety measures are followed in workplace activities. Completed and ongoing activities include:</p> <ul style="list-style-type: none"> <li>• Established College of Engineering (COE) Safety Task Force to help improve the culture of safety within the college and better prepare students for work after graduation. Designate a senior-level campus leader and leadership team to continue this process throughout the university. Renew commitment to improve the culture of safety for all academic research, scholarship, and teaching.</li> <li>• Developed a safety culture assessment survey in collaboration with a COE Professor who has a research interest in quantifying the relationship between safety culture and safety outcomes in high-risk workplaces.</li> <li>• Developing College Dean Safety Dashboard Reports to improve the culture of safety by implementing regular communications emphasizing that safety is a critical component of scholarly excellence and responsible conduct of research.</li> <li>• Revised Health and Safety Policy to more clearly define roles, responsibilities and promote safety and health throughout the university. Policy is currently in final review for approval.</li> </ul>
Objective 2: Reduce losses and support compliance	
<p>Conduct workplace safety and health inspections, assessments, trainings, consultations, and policy and procedure development</p>	<p><b>Progress made with ongoing actions:</b>                      Improve and update short- and long-term safety requirements, procedures, and policies to help support a safe and healthful workplace. Completed and ongoing activities include:</p> <ul style="list-style-type: none"> <li>• Working with governmental regulatory agencies and received generally positive reviews from Oregon DEQ related to air quality and Oregon Health Authority related to x-ray safety.</li> <li>• Added 51 new training modules to the university’s learning management system and provided 9,910 workplace safety training sessions. Expanded areas of training include Occupational Health and Safety/Industrial Shop Safety, Biosafety, Emergency Preparedness and COVID response. EH&amp;S continues to work to expand course</li> </ul>

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	<p>offerings to students and volunteer user groups.</p> <ul style="list-style-type: none"> <li>• Conducted 537 in-person workplace safety assessments, prioritized by highest risk categories across all OSU workplace spectrums (chemical, biological, radiation, industrial shops, and animal use) and property holdings (Corvallis, Bend, Hatfield and all Experiments Stations). Approximately 1,600 laboratory use and shop rooms were inspected. An annual calendar ensures the prioritization and completion of lab assessments.</li> <li>• Performed hazardous waste pick-ups for the year and lab cleanouts of excess and unused chemicals in compliance with university safety and external requirements. Hazardous waste was processed and disposed through the EH&amp;S Waste Facility with an estimated \$211,000 disposal cost savings through waste minimization and best management practices. EH&amp;S continued to experience high cooperation and compliance from faculty, managers and staff in these inspections, and there has been significant improvement in the knowledge and practices of OSU employees in properly addressing hazardous waste in recent years.</li> <li>• Partnered with Insurance and Risk Management Services to develop and continually improve near miss and accident reporting, quarterly accident reports, and accident follow-up documentation utilizing the Advocate data management system used for accident reporting and Workers Compensation claims to better identify near-misses to help prevent accidents and injuries.</li> <li>• Implemented automatic external defibrillator (AED) on-line Corvallis campus map to provide locations of AED life saving devices. Next will be to incorporate the AED map onto the Corvallis campus map.</li> <li>• Created new Fire and Life Safety Department within EH&amp;S. Hired half-time Fire Safety Officer, full time Fire Safety Inspector and Fire Safety Technician. Completed training and certification for all new department staff.</li> <li>• Performing joint OSU EH&amp;S and Corvallis Fire Department annual fire safety inspections of all buildings on campus.</li> <li>• Implemented fire extinguisher inspection program in cooperation with building managers and an interactive web site for campus user groups to document fire extinguisher compliance activities. Adding new fire extinguisher inspection training.</li> <li>• Acquired BullsEye™ Laser-Driven Fire Extinguisher Training System and conducted numerous fire safety training initiatives around campus.</li> <li>• Formalized Drug Enforcement Agency (DEA) Controlled Substance Program and fully</li> </ul>
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*October 14-16, 2020 Board of Trustees Meetings*

	<p>implemented with online forms and webpage developed for DEA controlled substance license holders.</p> <ul style="list-style-type: none"> <li>• Developed lockout/tagout safety program with training of maintenance related user groups.</li> <li>• Created EPA required storm water management and ozone depleting refrigerant gas management plans. Spill kits for applicable facilities on campus were distributed and storm water protection emblems placed on storm drains for pollution prevention.</li> <li>• Initiated Ergopoint ergonomic self-assessment tool for all employees who attend new employee orientation to help reduce repetitive motion injuries.</li> <li>• Developed compressed gas safety procedures to ensure compliance with state fire code requirements.</li> <li>• Implemented Oregon OSHA Wildfire Smoke and Outside Work Activities Guidelines for OSU employees working outside during the poor air quality event created by the wildfires. Developing air quality protocol to ensure a consistent approach to responding to local wildfire smoke conditions and to support alignment with current public health guidance.</li> </ul>
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Performance Metrics		
<b>METRIC 1: Improve safety culture</b>		
Goal	Results	Comments
Implement all applicable Association of Public and Land-grant Universities (APLU) recommendations	Currently gathering information and developing EH&S unit-level metrics that will connect to Finance and Administration division metrics in support of OSU's mission.	Adoption of these recommendations is delayed due to the pandemic.
<b>METRIC 2: Reduce losses and ensure compliance</b>		
Goal	Results	Comments

<ul style="list-style-type: none"> <li>Percentage of workplaces inspected according to inspection schedule</li> </ul>	<p>FY2020: 100%                  FY2019: 99.6%                  FY2018: 88%                  FY2017: 99%</p>	<ul style="list-style-type: none"> <li>When the pandemic began, lab inspection schedule was changed to spot-checking workplaces with high-hazard concerns.</li> </ul>
<ul style="list-style-type: none"> <li>Number of inspections escalated to Office of Audit, Risk and Compliance</li> </ul>	<p>FY2020: 0                  FY2019: 0                  FY2018: 1                  FY2017: 1</p>	<ul style="list-style-type: none"> <li>There were zero lab issues that required escalation in FY2020. Escalation procedure is scheduled for review and update in FY2021.</li> </ul>