

## Minutes

University of Washington, Tacoma  
Health and Safety Committee  
Meeting of October 9, 2003

Committee chair Lia Wetzstein called the meeting to order. August minutes were approved and July minutes were approved with minor changes. They will be forwarded to James Woods to be placed on the Web.

### **Safety Web page**

Lia asked safety representatives to review the floor warden information and suggest names of people to serve as alternates.

### **Training**

Fire extinguisher training is being planned but is expensive. A PowerPoint presentation for floor warden and building warden training will soon be placed on the share drive.

### **Emergency Management**

Steven Charvat, the UW's emergency management coordinator, visited UWT recently and met with Sandy Boyle, Vice Chancellor for Finance and Administration, Kim Wheeler, of Safety and Security, Connie Nolen of Facilities, and Lia. He was encouraging about being able to provide some financial resources and other support to UWT's emergency management efforts.

### **Old Business**

#### **Ergonomics Videos**

Don Higgins presented a report on some short videos available through Hall Health on the Seattle campus (the three titles are: Manual Handling, Ergonomics, and Lifting and Carrying). He viewed two of them, said they were excellent, and recommended that UWT purchase its own. Price for each is \$200. Following discussion, it was agreed to seek funding to buy our own videos, rather than check them out from Hall Health. Supervisors at UWT have compliance responsibilities under new ergonomics rules and an investment in ergonomics training is therefore reasonable. Lia agreed to follow up.

#### **Safety Bulletin Board**

Mandated safety postings have been displayed in the staff lounge, on the second floor of WCG.

### **New Business**

#### **Accident/Incident Reports**

Five reports were reviewed [numbers 10535, 10715, 10992, 10804, and 10714]. One, related to a copy center report, elicited significant discussion touching on staffing levels and shipping and receiving practices. When Phase 2b opens, shipping and receiving will be separate from the copy center. It was informally agreed to make note of the committee's discussion in minutes, but not to follow up with the supervisor (at the UW, not UWT) unless another incident occurs.

#### **Elections**

Under the WAC, election of safety representatives is required annually. The UW has a waiver from those provisions that allows it to hold elections every two years. New representatives will begin serving as soon as elected. Lia and Kim will work together to coordinate communications

related to the required election. Every department is required to elect a representative. Additional representatives may be appointed, but cannot outnumber those elected and cannot vote on matters coming before the committee. Every employee is required to be made aware that an election to the Health and Safety Committee is occurring. Within the UW (including UWT), the election must be complete by Nov. 21.

**Attendees**

Darren Bailey  
Caroline Calvillo  
Lorna Fernandez  
Don Higgins  
Dennis Hug

Tim Kapler  
Linda Kachinsky  
Jamie Martin-Almy  
Crystal Perrine  
Julia Smith

Carla Van Rossum  
Lia Wetzstein  
Kim Wheeler