

## Minutes

University of Washington, Tacoma  
Health and Safety Committee  
Meeting of November 13, 2003

Committee chair Lia Wetzstein called the meeting to order. October minutes were approved with one change. They will be forwarded to James Woods to be placed on the Web.

### **Safety Web page**

Minutes from most of the committee's meetings over the last two years are up on the Web.

### **Emergency Management**

UWT is still waiting to hear from Seattle about possible availability of resources to support UWT's emergency management efforts.

### **Old Business**

#### **Ergonomics Videos**

UWT's Safety Committee received approval to purchase campus copies of some ergonomics videos (in addition to the ones available for checkout from Hall Health), but since then, Washington voters overturned the state's new ergonomics regulations in fall elections. Even though the regulations are not being formally implemented, there are good, "preventive medicine" reasons for the campus to focus on ergonomic matters. It is in that spirit that the videos are being purchased.

#### **Floor Wardens, Training PowerPoint**

Lia has a PowerPoint presentation that was used for floor warden training and will follow up to determine whether the presentation materials can be put on the Web.

#### **Elections**

Lia asked members of the committee to think about goals for next year and called for information about the status of each department's safety representative elections. Under state Labor & Industries rules, all employees should be aware that they can nominate and vote in Safety Committee elections. Records must be kept. People in each area of the campus who are conducting elections should send their election records to Kim Wheeler.

### **New Business**

Lia reviewed the year's goals and thanked committee members for their work. The committee's priorities for 2003 were: safety training, production of the emergency manual, promotion of safety plans for departments, safety orientations for new employees, ensuring that Seattle is sending us accident/incident reports in a timely manner and that they are being reviewed by the committee, and developing the Web page.

#### **Defibrillators**

Locations should be on safety orientation templates. One defibrillator is behind the circulation desk in the library and one is in security.

#### **Constituent concerns**

It was suggested that the campus needs emergency phone number stickers for telephones. They already have stickers that read, "FIRE AND EMERGENCY/Police Department/DIAL 9-911/No Answer, Dial 222." Hugh agreed to follow up.

## **Phase 2b**

The opening of new buildings will require the addition of new floor and building wardens.

### **Attendees**

Lorna Fernandez  
Don Higgins  
Tim Kapler  
Linda Kachinsky

Jamie Martin-Almy  
Carolyn Maxson  
Cissy Mitchell  
Hugh Smith

Lia Wetzstein  
Kim Wheeler  
James Woods