

Safety Meeting  
November 9, 2006

Attendees: Darren Bailey, Stephen Costanti, Elisabeth Jeffrey, Tim Kapler, Naarah McDonald, Tracey Norris, Danette Rogers, Carla Van Rossum, James Woods, Anna Salyer.

### 1. 1<sup>st</sup> Annual Building Responder's Summit

Five members from UWT's Safety Committee traveled to Seattle for this event. Their realization is that UWT is not prepared given that there are only 5 certified response team members for the entire campus. Seattle has 400 – 6 per building. We need to get more people certified. Future training has been promised by Seattle and in the meantime, Danette will contact the Tacoma Fire Department to investigate setting up the lecture and on-site training here. We need to inform the Chancellor and get her backing for this training. Tim, James, Naarah and Danette have volunteered to participate in the April training.

### 2. Earthquake Preparedness Training

Danette will be conducting an earthquake preparedness training for the Nursing department. She requested using Safety funds to purchase two small (\$30 each) and one large (\$50) safety kit for the training. One small kit will be given as a door prize. The request was approved. There is \$2400 in the budget for the Safety committee until June 2007.

A statewide earthquake drill will be conducted in April. Faculty are supposed to be telling students the 1<sup>st</sup> day of class where they are supposed to go during emergencies. They are not doing this. The UWT campus needs to have a full fledged drill when the new Safety Director arrives and the Safety Committee needs to help educate students in the meantime. Suggestions included having announcements at orientation and information included in syllabi. Danette and Anna will draft a letter to Alan Wood in this regard and request that he send it out to departmental representatives.

### 3. Germ 'Catchers'

The Committee revisited the discussion on how best to curb the spread of germs from shared campus equipment. Danette is investigating the price of gel dispensers that would mount to walls near equipment.

Tracy inquired what else the Safety Committee can do to help address issues about the flu. She suggested conducting seasonal education programs, tracking locations of incidents, and investigating recurring patterns in illness across campus.

#### 4. Accident Reports

There have been problems with the ORS page – specifically reports have been recorded online and promptly ‘lost’. UWT still does paperwork to work around this problem. Supervisor’s should be giving their incident reports to Darren. Currently, the procedure is to then send the report to Seattle without addressing the problem until we hear back from Seattle. Beth motioned to reverse this procedure and it was 2<sup>nd</sup> by Naarah. Danette is talking with Dave Leonard about this issue. The Safety Committee should also be reviewing these reports to review and identify problems/solutions and as a tool to look ahead.

#### 5. Notetaker for Meetings

Beth motioned that we all take turns taking notes during the Safety meetings. Naarah 2<sup>nd</sup>. In discussion it was suggested that we each would only have to take notes 1x per year, if that, and it would allow everyone to view the discussion from a different vantage point. It was approved but we will still bring this discussion forward to our next meeting.

Motion to Adjourn 2:03pm  
Darren; 2<sup>nd</sup> Stephen

Respectfully submitted,  
Anna Salyer