

UWT Health & Safety Meeting
Minutes
March 8, 2007

Attendees: Darren Bailey, Joe Chynoweth, Stephen Costanti, Gabriela Crosby, Kim Davenport, Tim Kapler, Dave Leonard, Naarah McDonald, Michael McMillan, Carolyn Maxson, Tracey Norris, Crystal Perrine, Carla van Rossum, Lia Wetzstein

J. Chynoweth called the meeting to order at 1:05 p.m.

Agenda was adopted as submitted.

Minutes from February meeting were adopted as submitted.

Old Business

Committee budget

K. Davenport reported back on the status of the committee's budget. Jan Rutledge confirmed that the committee has a permanent biennial budget in the amount of \$5,000. The budget is maintained by Campus Safety; D. Bailey confirmed that there is just under \$2,500 remaining this year's budget that needs to be spent by June 30.

Discussion of possible spending

D. Bailey mentioned several items which the committee has discussed in the past. He has cost information on hats, vests and whistles for safety wardens who do not yet have those items. He has also investigated the feasibility of radios for wardens – if not for all, then at least for building wardens. There is more investigation to be done, both on pricing and on an agreement with TPD to use UWT's existing radio channel for new radios. D. Bailey agreed to report back to next meeting with updated information.

Defibrillators were discussed as a possible area of spending. D. Bailey confirmed that the existing machines on campus were purchased with grant funding. While they are still expensive, they have come down in price, so may be an option for committee spending.

C. Maxson asked if D. Bailey could provide product details and pricing at the next meeting for all of these items, to allow for informed decision-making by the committee.

Emergency preparedness kits were discussed as another possibility for committee spending. Danette Rogers purchased samples of affordable kits when she served as committee chair, and J. Chynoweth agreed to ask her to share these samples at the next meeting.

J. Chynoweth requested that committee members bring any ideas for proposed spending to the next meeting, along with research on cost of proposed items, so that the committee can begin to make recommendations for spending.

Syllabi statement / communication with faculty

The committee recommended communication with Ysabel Trinidad and Alan Wood to ask for their support in two related proposals: quarterly communication with faculty regarding the emergency action plan, and a proposed syllabus statement directing students to more information about safety on campus.

Faculty representative

The committee agreed that faculty representation to the committee would be valuable. C. van Rossum volunteered to contact Marcy Stein, current chair of Faculty Assembly, to invite that group to appoint a representative.

Stairway safety for vision-impaired

J. Chynoweth provided an update on L. Tice's concern regarding the safety of the main campus stair (19th) for vision-impaired students. He stated that because no incident report has ever been filed for this concern, Facilities has never taken any action. J. Chynoweth stressed the need for individuals to file reports in order for action to be taken on a safety issue. This led into the following discussion of incident reports.

New Business

Incident reports

J. Chynoweth asked whether the committee has been seeing any incident reports, and whether anything could/should be done to improve the process.

D. Leonard explained the reporting process. There is an online system (OARS) which has been problematic, with reports sometimes being lost. There is also still a paper form, which is available on the EH&S website (linked from UWT committee website). The committee should see reports on a quarterly basis. D. Leonard suggested that individuals use common sense in filling out reports, and that it is never wrong to fill out a report. Any incident involving injury should be reported, and some near-miss incidents may also be appropriate to report.

Following this discussion, the committee then returned its attention to the issue of safety on the stairway. As L. Tice was not in attendance, it was agreed that the committee should table further discussion of her concern until she could be present.

Committee website

K. Davenport reported that she had made updates to the committee's website, including posting minutes and agendas, fixing bad links, and updating the list of safety wardens. She will work with D. Bailey to further update the warden list. J. Chynoweth asked committee members to contact K. Davenport with suggestions for changes/updates to the website.

Round table

T. Kapler raised the issue of the new smoking policy, and brought to the committee's attention the Ledger article on that topic.

C. Perrine mentioned that she had recently contacted J. Chynoweth regarding de-icer left on the ground following icy weather posing a slipping hazard. The Facilities staff was able to resolve the issue promptly. J. Chynoweth confirmed that an urgent safety issue like this one should always be brought directly to Facilities.

Meeting was adjourned at 2.05 p.m.

Respectfully submitted,
Kim Davenport