

UWT Health & Safety Meeting
Minutes
July 10, 2008

Members in attendance: Joe Chynoweth, Stephen Costanti, Joe Contris, Karin Dalesky, Kim Davenport, Tim Kapler, Dave Leonard, Carolyn Maxson, Naarah McDonald, Valerie Mediate-Urevig, Tracey Norris, Linda Spence-Noyer, Jennifer Sundheim, Lisa Tice, Carson Wright.

Members excused: Jeri Carter, Gabriela Crosby, Danette Rogers.

Guests: Susan Wagshul-Golden.

J. Chynoweth called the meeting to order at 1:03 p.m.

Agenda was adopted.

Minutes from May meeting were approved with one change from T. Kapler.

Report from UW-wide Safety meeting

S. Costanti provided a report from the recent meeting in Seattle. He encouraged more education and training opportunities about OARS for the campus; the reason we have not been seeing incident reports is that the system is not being used.

The new OARS system was previewed; the new form is much simpler and more streamlined. One technical issue is holding up the release of the new system, and it is not clear how long it will take to resolve this issue.

There are new L&I regulations having to do with training requirements for employees working outside in high temperatures. J. Chynoweth asked who provides the training. D. Leonard responded that he can provide the training, and J. Chynoweth asked that the training be made available to staff in Facilities and Campus Safety.

Accident/Incident Reports

J. Chynoweth reported that the last report received from Seattle listed no incidents for UWT.

S. Wagshul-Golden suggested that OARS be introduced to campus by HR. The Administrative Services area which includes HR is currently in the process of codifying policies and procedures and updating websites, and OARS should be included in this process.

J. Chynoweth offered to follow up with Trish Fiacchi on the possibility of OARS training for the campus, and asked D. Leonard to assist in this effort. D. Leonard stressed that every employee should understand reporting requirements and the OARS system, not just supervisors.

D. Leonard also shared that there are updated policies on reporting any accident/incident which results in hospitalization. EH&S should be contacted, and if the incident takes place after hours, UWPD should be contacted as well. S. Wagshul-Golden responded that she is working on how well this will work for UWT, and whether there should be a local contact rather than routing calls through UWPD. S. Wagshul-Golden and D. Leonard will work together to resolve this.

Emergency Procedures for Faculty

N. McDonald shared the latest revision of the document. Comments from the last meeting were incorporated, additional edits were made, and the document was condensed into fewer pages.

J. Sundheim asked whether others left in charge of classroom (librarians, guest lecturers, etc.) would also be responsible for knowing this information. There was a general consensus that yes, anyone left in charge of a classroom should be aware of these procedures.

N. McDonald suggested adding language to the document which would provide faculty with instructions in the case of leaving someone else in charge of their class. T. Norris also suggested that perhaps the faculty document could be used as a template for another, more general document, to be shared with anyone leading a class or event on campus.

S. Costanti volunteered to ask Brian Anderson to update the evacuation map.

J. Chynoweth suggested that in addition to providing faculty with the document, a laminated version could be placed in each classroom.

It was agreed to table the discussion until the next meeting, allowing for continued revisions on the document.

Round Table

K. Dalesky shared that the hot water issue reported at the last meeting has been fixed. J. Chynoweth added that two water tanks were discovered to be broken, and because it was reported as a safety issue, they were fixed immediately.

T. Norris asked about temperature in offices. J. Chynoweth that this is probably not a safety issue, but certainly something that can be reported to Facilities. D. Leonard reiterated that employees should contact Facilities to report any type of discomfort in their office space.

Meeting was adjourned at 2:00 p.m.

Respectfully submitted,
Kim Davenport