

UWT Health & Safety Meeting
Minutes
September 11, 2008

Members in attendance: Joe Chynoweth, Joe Contris, Gabriela Crosby, Kim Davenport, Joe Kapler, Tim Kapler, Carolyn Maxson, Naarah McDonald, Valerie Mediate-Urevig, Donna Plummer, Carson Wright.

Members excused: Jennifer Sundheim, Lisa Tice.

Guests: Darren Bailey, Susan Wagshul-Golden.

J. Chynoweth called the meeting to order at 1:05 p.m., without a quorum.

Classroom Emergency Procedures for Faculty

J. Chynoweth reported that the document had been approved by Faculty Assembly, and was in the process of being distributed to faculty in each program via the program administrators. K. Davenport added that many programs planned to include the document in their upcoming faculty retreats, and shared that the document had been posted on the Safety Committee's website.

A quorum was reached at 1:10 pm.

Agenda was adopted.

Minutes from August meeting were approved.

Several committee members raised the question of whether the new document should also be posted in classrooms. S. Wagshul-Golden agreed to work with Milt Tremblay to explore this possibility. It was agreed that it would also be appropriate to post the document in conference rooms.

OARS beta-testing

J. Chynoweth encouraged committee members to test the new OARS system and send feedback to EH&S.

V. Mediate-Urevig asked for clarification on the timeline for testing, as well as how the e-mail notification feature would be tested, since it has been de-activated for the beta-testing. K. Davenport agreed to e-mail Joseph Kwok to clarify both of these issues, and forward an update to the committee.

Update on Safety Mirrors

J. Chynoweth shared the research done on this topic since the last meeting. Facilities had dropped the ball on placing an order, but a mirror would now be ordered for outside the Business suite. Facilities and Security still need to do a survey of campus to determine other possible locations.

Accident/Incident Reports

There were no incidents reported for August.

Round Table

C. Maxson asked whether the phone tree could be found online. S. Wagshul-Golden responded that she would find an answer and distribute the document if it was not online.

K. Davenport reported on behalf of J. Sundheim, who could not be at the meeting. She shared that there had been a fire alarm in the Library, and it was an effective test of evacuation efforts. Wardens all performed as trained, and everyone evacuated efficiently to the correct location. There was one patron who initially refused to leave the building, but he eventually agreed to evacuate. J. Chynoweth added that the alarm was triggered by dust in a sensor.

K. Davenport asked whether work-related events taking place off-campus, such as departmental retreats, were subject to reporting on OARS, should an incident take place. J. Chynoweth replied in the affirmative.

T. Kapler requested an update on the timeline for distribution of radios. S. Wagshul-Golden replied that she was aiming for being done by the start of the quarter. Trainings were still being scheduled for some wardens.

S. Wagshul-Golden shared several updates:

- EH&S is finalizing their review of UWT's updated emergency plan, with a goal of reaching National Incident Management System (NIMS) compliance. She will share the revised document with the committee as soon as the EH&S review is complete.
- Warden bags will be distributed soon, once training has been scheduled.
- Security is working with retail to serve as safe havens, where students can stop in if in trouble, and Security would be contacted.
- Blue emergency phones will be coming to campus in October. She is currently working to find sources of funding for additional blue phones in parking lots not managed by UWT.
- During the week of October 11-15, there will be an informational table on fire safety.

J. Chynoweth asked whether we could schedule a CPR/First-Aid training soon. S. Wagshul-Golden said that she would add this to her list of trainings to schedule.

S. Wagshul-Golden brought up the issue of scheduling another Safety Summit. J. Chynoweth suggested that it be scheduled for late Winter or early Spring quarter. N. McDonald and C. Maxson volunteered to start working on this project.

J. Chynoweth shared that this year's incoming freshmen were born in 1990, the same year that the campus was founded. Considering that fact, we can no longer use the excuse, especially in terms of safety issues, that we are still learning how to provide services.

S. Wagshul-Golden suggested that the committee consider a presence on MySpace or Facebook.

K. Davenport asked what other individuals or groups should be made aware of the finalized faculty responsibility document. S. Wagshul-Golden offered to take the document to the Chancellor's leadership team.

J. Chynoweth provided an update on the situation in MAT. Brick had been contaminated by chemicals formerly stored there. The brick and mortar is in the process of being removed and replaced.

Meeting was adjourned at 1:48 p.m.

Respectfully submitted,
Kim Davenport