

UWT Health & Safety Meeting
Minutes
November 13, 2008

Members in attendance: Joe Chynoweth, Stephen Costanti, Gabriela Crosby, Karin Dalesky, Kim Davenport, Linda Dawson, Dave Leonard, Naarah McDonald, Michael McMillan, Valerie Mediate-Urevig, Bruce Metzger, Tracey Norris, Jennifer Sundheim, Lia Wetzstein, Carson Wright

Guests: Susan Wagshul-Golden

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

Agenda was adopted.

Minutes from October meeting were approved with one correction by V. Mediate-Urevig related to her Round Table comments.

Report from UW-wide Safety Committee Meeting

S. Costanti shared updates from the November UW-wide committee meeting:

- Asbestos labeling is underway on the Seattle campus, beginning with the HUB;
- The new OARS system is expected to go live on January 1;
- Case numbers for Accident/Incident reports should be included in committee meeting minutes

Accident/Incident Reports

Two incidents were reported in the period September 25-October 30, 2008.

Case #9828 related to a Facilities staff member who was hit in the face while prying a sign from a wall. The supervisor discussed proper procedure with the employee, as the wrong tool was being used for the job.

Case #9829 related to a staff member in Environmental Science who was injured when removing a seat from the back of a van. L. Wetzstein commented that she was the supervisor of this employee, and never received the report, so did not have the opportunity to list corrective action. J. Chynoweth agreed to e-mail Joseph Kwok to report this, and share that the committee therefore did not have sufficient information to make a determination about whether the incident had been resolved.

L. Wetzstein raised the question of how committee feedback on an incident would get to a supervisor. It was agreed that this question should also be directed to Joseph Kwok for clarification.

Emergency Preparedness Conference

J. Chynoweth shared information obtained since the last meeting about the cost to attend the Emergency Preparedness Conference in April 2009. The per-person cost is \$250. Given that the committee's budget had already been spent for the 2008-09 fiscal year, the decision was made that the committee would not send a representative to the conference. S. Wagshul-Golden commented that she would be attending, and could report back to the committee.

CPR Courses

J. Chynoweth reminded committee members of recently-scheduled CPR courses, and encouraged participation.

Distribution of Radios

J. Chynoweth asked S. Wagshul-Golden for an update on the distribution of radios to wardens, and she replied that there were still some trainings pending.

L. Wetzstein asked whether the training PowerPoint presentation could be made available online, as some wardens might need a refresher by the time radios are distributed.

Emergency Action Plan (EAP)

J. Chynoweth asked S. Wagshul-Golden for an update on the status of the new Emergency Action Plan. She reported that it is still in draft form, with meetings still in progress. The new document can be distributed for committee comment once the draft is closer to completion.

Round Table

S. Costanti asked where safety concerns about the Carlton building should be directed, inquiring whether it is the responsibility of staff in those office spaces to contact building management, or whether there is a contact person within UWT for these issues. S. Wagshul-Golden replied that staff should report concerns promptly to the building management, but if there are not results, the department head should contact Ysabel Trinidad.

Meeting was adjourned at 2:01 p.m.

Respectfully submitted,
Kim Davenport