

UW Tacoma Health & Safety Committee Meeting
Minutes
February 11, 2010

In attendance: Jessica Asplund, Nancy Cook, Joe Chynoweth, Stephen Costanti, Gabriela Crosby, Kim Davenport, Linda Dawson, Oliver Dunagan, Trish Fiacchi, Tomieka Garrett, Darcy Janzen, Dave Leonard, Naarah McDonald, Michael McMillan, Deidra Miller, Michael Pedee, Donna Plummer, Suzanne Skaar, Noreen Slease, Linda Spence-Noyer, Jennifer Sundheim, Susan Wagshul-Golden, Angela Zurcher.

Guests Present: Ysabel Trinidad

J. Chynoweth called the meeting to order at 1:00 p.m.

Agenda was adopted as presented.

Minutes from the December meeting were approved with no changes.

Nominate and elect new chair and secretary

J. Chynoweth and S. Costanti were nominated. S. Costanti reported that the UW-wide committee had recently elected co-chairs, and moved that the committee consider this possibility. J. Chynoweth and S. Costanti were unanimously voted co-chairs.

S. Wagshul-Golden proposed that a member of her staff could serve as secretary to the committee, rather than requiring a committee member to volunteer for this role. This suggestion was unanimously approved. K. Davenport volunteered to take minutes for the remainder of the meeting.

Presentation of charge from Vice Chancellor of Administrative Services

Ysabel Trinidad outlined the committee's charge and challenges for the coming year. She thanked continuing members for their service, and welcomed new members to the group. She explained that with the addition of appointees to the committee from Campus Safety, Facilities, and Human Resources, she hopes to facilitate communication of safety issues to management. She also stressed that operating needs of the committee (ie, meeting space, note taking, photocopies) will be supported, and that it is the responsibility of management to identify funding for health and safety issues raised by the committee.

Trinidad highlighted several health and safety related issues of importance, including: review of Accident/ Incident reports; Emergency Plans; education of the campus community about the OARS system and other health/safety issues; and workplace violence prevention. She noted that she would appreciate an annual report from the committee which highlights important issues and trends. She concluded by again thanking the members for their service and stating that she looked forward to the good work of the committee.

J. Chynoweth proposed the creation of a subcommittee to be responsible for providing the vice chancellor with the annual report she requested.

Report from UW-wide meeting

S. Costanti shared the highlights of the February UW-wide meeting. Timely reporting of incidents was stressed, especially when someone is admitted to the hospital. There was also discussion of the fact that while the university is legally bound to report employee incidents, we are also encouraged to report student incidents. The OSHA Form 300A for 2009 was distributed. Units were also encouraged to be prepared for L&I Division of Occupational Safety and Health (DOSH) inspections; units are expected to be able to provide records of safety plans, trainings, committee minutes and actions taken, and show the location of the safety bulletin board.

Incident Reports

November 2009

- 2009-11-056: Employee requested an ambulance, believing he was having a heart attack. Ambulance was dispatched, employee now following up with doctor. No further action recommended.
- 2009-11-026: Campus Safety employee fell while on foot patrol. Alternate route suggested for foot patrol due to poor lighting and uneven ground. No further action recommended.
- 2009-11-024: Employee fell while walking down a flight of stairs. No supervisor comment on incident report. D. Leonard will follow up with supervisor.

December 2009: No incidents reported

January 2010

- 2010-01-038; 2010-01-048: Student worker injured when attempting to move a table which fell, landing on her foot. First aid administered by Campus Safety, student also went to emergency room. Supervisor had given student clear instructions not to move furniture, and reiterated these instructions after the incident. D. Leonard is following up with issues of training for student workers. He asked for clarification on policies surrounding who can or cannot move furniture, and if students are allowed to do so, what training can be required of them. J. Chynoweth shared that this is an ongoing challenge, and suggested that an ad hoc group, including Facilities, Security, Student Affairs, the Chancellor's Office, and Conference Services, should be assembled to investigate. N. Cook volunteered to follow up on student training issues within Student Affairs. S. Costanti also shared that Conference Services is developing a 'tip sheet' for use in event planning; he will insure that safety issues are included in that document.
- 2010-01-040: Employee slipped on uncarpeted marble entry to a restroom in the Carlton Building. D. Miller has followed up with building, and carpet has been added at building entry and outside restroom. No further action recommended.

Extension of Meeting

Prior to the next agenda item, a vote was taken to continue the meeting beyond one hour. Some committee members were not able to stay, but a quorum was maintained, and it was unanimously agreed by the remaining members to continue the meeting.

Student Incidents reported to Security

M. Pedee shared two student incidents from the past month: one student fell, but declined any assistance; another student fell outside the Commerce Street entrance to GWP after tripping on a mat, and was transported to the hospital. This fall led to the immediate removal of the mat, and a new transition piece will be installed at this entrance.

S. Costanti asked whether these incidents should be reported via OARS. D. Leonard said that EH&S would recommend that they be reported. S. Wagshul-Golden asked who should be responsible for reporting these incidents. D. Leonard and S. Wagshul-Golden will follow up with EH&S to develop a plan for reporting student incidents.

J. Chynoweth shared that the fall outside GWP resulted in Facilities staff being asked to identify slip/trip hazards around campus. Many were documented, and will be addressed.

Round Table

D. Leonard requested 10 minutes on the agenda of the next meeting.

O. Dunagan asked whether EH&S should be contacted if L&I shows up to do an inspection. D. Leonard responded in the affirmative.

A. Zurcher asked about defibrillators: where are they, how do we get training, how is this information communicated? J. Chynoweth shared that the committee developed a map which is online and was distributed via uwtline. K. Davenport added that it had been at least a year since this information was shared with the campus community, so it was probably time for a reminder. S. Wagshul-Golden also explained that the units around campus are intended to be self-explanatory and available to anyone who needs them without training.

Meeting was adjourned at 2:25 p.m.

- submitted by Kim Davenport