

UW Tacoma Health & Safety Committee Meeting Minutes
September 9, 2010

In attendance: Angela Zurcher, Darcy Janzen, Susan Wagshul-Golden, Oliver Dunagan, Jennifer Sundheim, Stephen Costanti, Michael Pedee, Michael McMillan, Naarah McDonald, Nathan Ketzner, Jessica Asplund, Charles Easterberg, Lana Georges, Dave Leonard, Trish Fiacchi, Gabi Crosby, Nan Geier

Meeting was called to order at 1:02 pm

Agenda was approved with no changes

Minutes from August were approved with no changes

U-Wide Meeting Report

Recent L&I actions have necessitated a review of procedures regarding the use of Personal Protective Equipment (PPE) for employees for specific tasks. For further information on PPE use and regulations, refer to EH&S website.

Accident/Incident Reports

None

Incidents Reported to Campus Safety

None

EH&S Food Safety Presentation

Environmental Health and Safety personnel from Seattle campus came and gave a presentation on food safety and handling designed to answer some questions on permitting for events held on campus. Attached is the matrix for determining when an EH&S food permit is required.

Round Table

T. Fiacchi – Processes regarding sending a student in crisis across campus to another department are being reviewed and finalized.

O. Dunagan – Fire doors on the 1st and 2nd floors of WPH and CP fall too fast which could be dangerous during an alarm or drill. Capital Projects is looking into it to repair.

D. Janzen – Broken fluorescent light by the stairs next to the TLC.

Meeting adjourned 1:53pm
Submitted by Dayna Barr

UW Environmental Health and Safety

Food and Menu Guideline Matrix

Group Type	Event Type	Event Examples	Food Examples	Food Source	SAO approval required?	EHS approval required?
Private	Departmental or organizational non-public, unadvertised, "by invitation only" events	Departmental potlucks, meetings, retreats, office parties, ice cream socials	all – catered meals; potlucks; pizza; ice cream, etc.	any	No	No
	Private party using University property	Wedding receptions, conferences, reunions	all	any	No	No
Public <i>No home-made food is allowed.</i>	Events sponsored by departments and student groups primarily for their members but which anyone can attend	Meetings, programs, movies, dances, concerts, activities, talks, etc.	Commercially-made nonperishable, prepackaged, ready-to-eat foods; pizza; wrapped baked goods, e.g., cookies, donuts, ice cream; chips, dips; pasteurized beverages	Commercial outlets such as Costco, Safeway, QFC, etc., whether delivered, picked up or take and bake	Yes	No
	Student groups and departments holding public campus food sales or giveaways consisting of simple non-potentially hazardous foods	Typical fund raiser, and concerts	All prepared hot and cold foods including catered foods	Any licensed restaurant, deli or caterer; also clubs preparing food in an approved facility	Yes	Yes; submit a <i>Temporary Food Authorization form¹</i>
			Commercially-made nonperishable, prepackaged, ready-to-eat foods and pasteurized beverages	Any licensed retail or wholesale outlet	Yes	No

	Student groups and departments holding public campus food sales or giveaways consisting of complex-menu foods, e.g., major events	Bite of Asia, Dawg Daze, Luau, Powwow, Greek Week, etc.	Complex potentially hazardous foods requiring hot and cold holding; raw chicken or meat, etc.	Permitted commercial production establishment	Yes	Yes; submit a <i>Temporary Food Authorization</i> form for each vendor or caterer ¹
Off-campus Groups	Events inviting the non-University public to view or participate	Jammin' Hoops, Beat the Bridge Walk, Good Will Games, etc.	All	Permitted commercial production or sales establishment	No	No; obtain permit from Public Health Seattle-King County
BBQ's Private	Departmental or student group with guest count NOT exceeding 10% of attendees	Year end BBQ, Summer BBQ, etc.	Hamburger meat, chicken, pork	Commercial outlets such as Costco, Safeway, QFC, etc	Yes	Yes; submit a <i>Temporary Food Authorization form</i> ¹
BBQ's Public	Departmental, student groups, campus community	Year end BBQ, Summer BBQ, fundraising, recruitment, etc.	Hamburger meat, chicken, pork	Provided by permitted caterers ONLY .	Yes	Yes; submit a <i>Temporary Food Authorization form</i> ¹