

**Health and Safety Committee Minutes
February 9, 2012**

In attendance:

Employee Elected Positions			
Organization	Representing	Elected Members	Present
Academic Affairs	Education	Donna Plummer	X
	Nursing	Nathan Ketzner	X
	Social Work	Gabriela Crosby	X
	Library	Dan Mandeville	X
	Teaching & Learning Center	Carolyn Maxson	X
	Academic Advising Center	Karin Dalesky	X
	Environmental Science/IAS – IAS	Noreen Slease	X
	Milgard School of Business	Rose Graham	X
	Academic Affairs, Global Honors, Urban Studies & Chancellor's Office	Shelby Fritz	X
	Institute of Technology	Stephen Rondeau -	-
Administrative Services	Administrative Services At-Large	Angela Zurcher	X
	Campus Safety & Security	Darren Bailey	X
	Facilities Services	Don Lee	X
Advancement	Advancement	Steve Costanti	X - CHAIR
Center for Urban Waters	Center for Urban Waters	Michelle Hartman	X
Enrollment Services	Enrollment Services	Linda Spence-Noyer	X
Equity and Diversity	Equity and Diversity	Sara Contreras	X
Information Technology	Information Technology	Darcy Janzen	X
Instructional Technologies	KeyBank Pro-Development	Brian Tetreault	X
Student Affairs	Student Affairs	Zachary Druce	X
Union: SEIU	Union: SEIU	Megan Bentley	X
Management Appointed Positions			
Organization	Position	Name	
UWT Environmental Health & Safety	Director of UWT EH&S	Dave Leonard	X
Human Resources	Director of Human Resources	Trish Fiacchi	X
Real Estate Office	Senior Asset Manager	Deidra Miller	X
Facilities Services	Director of Facilities Services	Milt Tremblay	X
Campus Safety & Security	Director of Campus Safety & Security	Susan Wagshul-Golden	X – VICE CHAIR
Faculty	Member of Faculty Assembly	VACANT	-
SUBJECT: Laboratory Safety	Instructional Supervisor-Environmental Science/IAS	Lia Wetzstein	X

Meeting called to order: 1:00 p.m.

February agenda: approved by committee members present.

December Minutes: approved by committee members present.

Welcome / Introductions

Steve welcomed the new committee and Harlan Patterson. Members introduced themselves around the table.

Harlan Patterson - Vice Chancellor for Administrative Services

Harlan thanked everyone present in the room for being members of the 2012-2013 Safety Committee. He said he wanted particularly thank the members present who have served in the past. He thanked Steve Costanti for leading the group as the chair during the last term of the committee & congratulated and thanked him again for being elected and his willingness to serve as Chair.

He stated how fortunate and how valuable Tacoma's Health and Safety Committee is in making this campus a better place. That we are a better campus because of what this committee has done and that he looks forward to the future because the committee will continue to make this a better and safer place for all.

Today's committee membership truly reflects the growth of this campus and the recognition of the need for involvement and the responsibility for safety.

He also wanted to note that UWT now has its own EH&S Department and Dave Leonard assignment as Director is to develop a robust EH&S department here at Tacoma.

He stated one of the key elements of this safety committee structure is that it is an advisory body to the organizational head of the administration here at UW Tacoma. Of course this organization is headed by Debra Friedman, the Chancellor, and she has assigned the responsibility of this committee to him. Thus, the committee reports to him. One thing he will ask from the committee is for an annual report.

He also wanted to clarify the topic of the committee's budget. Simply put, the cost of doing business – the responsibility of getting things done – is that of management here at UWT. This includes the responsibility and authority to make a facility, procedural or programmatic change. The committee is advisory, such that if a safety correction is needed, a facility change is needed, or a policy is needed, meaning it is the responsibility of the committee to advise management of the need and give advice how it can be done, not to figure out how it can be done or how to pay for it.

Accident / Incident Reports

Case #	Summary	Supervisor Response	Committee Action
2012-01-023	Cut finger on tape dispenser while grabbing books from mail tote.	Completely remove tape gun from the open mail tote to avoid staff accidentally grabbing the tape gun by the teeth. Place the tape gun with other library office supplies.	After discussing the specifics of the situation, the committee was satisfied with the information provided in the report. Committee determined no further action.
2012-01-041	Person was walking from her car, parked in the WT31 Lot, down the hill to her office in the Mattress Factory when she slipped and fell on the ice on the hill. It appeared that no salt or precautions had been taken to make the sidewalk safe for walking to and from. Person is alright although sore from the fall.	Make sure safety is ensured for paths and walkways. Slippery surfaces are not appreciated.	Milt Tremblay discussed the issues with snow removal the day the incident occurred. The committee was satisfied with the information provided in the report. Committee determined no further action.
2012-01-072	Sidewalk was very icy on South 17th Street between Market and Jefferson (north of Court 17 apartments). Person slipped several times, and fell on the sidewalk right before the alley between Court 17 apartments and the Pinkerton building. Person's lower back hurt for several hours afterwards and was stiff the next few days.	Given that this incident occurred very close to Court 17 where students are housed and within a block of 4 parking areas that are frequently used by students, staff and faculty, I think ice melt should be routinely placed along the walking path during periods of inclement weather.	Same discussion as above. The committee was satisfied with the information provided in the report. Committee determined no further action.

University-wide Health and Safety Committee Report

Steve gave the following update:

- Ron Fouty was re-elected as Chair and John Miller from UW Bothell was also re-elected Vice Chair.
- There is need to elect a new person from the U-wide committee to be a member of the Board of Environmental Health and Safety. Steve expressed that Liz Kindrid only served two months and was of the opinion that she should be re-elected to serve the next term.
- Seattle EH&S sent out information to laboratories alerting them about a legal case at UCLA where the faculty & leadership responsible for a lab is being charged with a felony due to a worker's death.
- There was a handout describing a 12/8/11 water surge fire alarm incident that affected 13 buildings on the Seattle campus.
- It was reported that an L&I inspection is currently taking place at UW Tacoma regarding an untrained employee operating a scissor-lift.

Union Report

No report provided

EH&S Reports

Dave Leonard provided the following report:

The Department of Labor and Industries initiated a complaint investigation on Friday, February 3, 2012 at UW Tacoma Facilities Services.

The alleged hazard description as written on the L&I referral form:

“-An untrained employee is being allowed to operate a scissor lift.
-The untrained employee was involved in an accident approximately three weeks ago where they drove through a wall in the Milgard Assembly Hall.”

An opening conference was held with Facilities Services and present were the Director, the Facilities Planner Project Manager (employee supervisor) and a Facilities Services employee present as a Union representative for WFSE along with and UWT EH&S.

A site visit at William Philip Hall (WPH) (note: location name cited incorrectly on alleged hazard description) then followed where the compliance officer met the employee that was operating the scissor lift at the time of the incident. The employee and the project manager (the employee's supervisor) described the incident, their evaluation and the actions that followed. The employee also described their knowledge and experience operating a scissor lift. The compliance officer then interviewed the employee in private.

The compliance officer then returned to Facilities Services to visually inspect the scissor lift. The service tag on the lift indicated that the latest annual service was conducted in November 2011.

The Safety and Health Compliance Officer stated she wanted to interview the employee present in the room when the incident occurred, and was informed that the employee's next work day would be Tuesday, February 7, 2012. The compliance officer requested, and it was agreed, that the supervisor would schedule an appointment for an interview with the employee at 1pm on Tuesday.

The compliance officer then requested the following documents:

- Scissor lift inspection documentation
- Information on the UW's A/I Program
- Training documentation

On Tuesday, February 7, the Safety and Health Compliance Officer returned and interviewed in private the employee. Also, upon arriving, requested and also met in private with the union representative.

After the private interviews, UWT EH&S handed to the Compliance Officer the following documents in response to the request made on Friday:

1. Accident / Incident Report 2012-02-022 –regarding scissor lift incident on 12/19/2011
2. Annual Inspection – Scissor Lift Worksheet from Pape Rents dated 11/21/2011

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3. UW Administrative Policy Statement 10.3 in reference to UW's Accident Prevention Program on reporting unsafe conditions and practices and a copy of the UW Web Site describing OARS – Online Accident Reporting System – regarding reporting an accident, incident or near miss.

4. Ladder Safety & Fall Protection Awareness Class held at UW Tacoma 11-2-2012 documentation including class outline and attendance roster

5. A handout used at the 11-2-2012 Ladder Safety & Fall Protection Awareness Class titled: "Fall Protection – Typical Requirements"

At the end of the visit, the Compliance Officer stated that she had the information needed to prepare her findings and assessment which is then reviewed by L&I management in Olympia and that a closing conference would be scheduled in the future to report on the findings and determinations.

Follow-up on old business

A: Elect Vice-Chair

Steve called for nominations for the Vice Chair of the Committee. Susan Wagshul-Golden was nominated and accepted the nomination. There were no other nominations. A motion was made to have Susan be the Vice-Chair, which was seconded and followed with a unanimous favorable oral vote.

B: UW-wide Meeting Representatives

Steve and Susan stated they would be able to attend the next U-wide meeting.

Student / Public Incident Reports

Incidents reported included:

- Student slip and fall behind the Science Building. There was a light burned out and Campus Safety and Security did render first aid. A medical response was not initiated.

Round Table / New Business

Questions came up during the Round Table discussion included:

- Radios for Floor Wardens
- Campus Safety Plan
- Discussion followed that these should be discussed at future meeting.
- Repair needed at 2nd floor woman's restroom at Joy
- New phone tree for emergencies will be coming out in the near future.

Milt gave the following update:

- Facilities Services has contacted the City of Tacoma regarding concerns and issues with pedestrian safety at several intersections entering onto campus. A meeting is being set up to discuss the matter further.
- Two new Customer Service employees have been hired

- Oliver Dunagan has retired
- Roofing at the Library construction site has and may cause odor issues in the future. People who have issues should contact Facilities Services since they can sometimes mitigate the situation by modifying a building's ventilation system.

Meeting adjourned: 2:00 p.m.

Respectfully submitted,

Dave Leonard