

**Health and Safety Committee Minutes  
April 12, 2012**

**In attendance:**

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

**Meeting called to order:** 1:01 p.m.

**March agenda:** Agenda approved by committee members present.

**February Minutes:** Minutes approved by committee members present.

**Safety Presentation:** *Academic Aftershocks* – Based on April being Earthquake Preparedness Month

Dave Leonard used clips from the video titled *Academic Aftershocks* which documented the experiences of CSU Northridge during and after an earthquake on January 17, 1994. Some of the lessons learned that can be taken away from the people interviewed in the video include:

- The need for an up-to-date Emergency Plan. What does it mean to “secure the campus?”
- The need for regular campus-wide training sessions and exercises.
- Faculty needing to be prepared to help students in an emergency.
- Administrators being trained in their emergency roles – particularly in the types of decisions they will have to make. It was more like the military than a university.
- The need for an adequate emergency communications system.

### **University-wide Health and Safety Committee Report**

Steve stated there has been no new meeting since the report provided last month. The next U-wide meeting is scheduled for Wednesday, March 14<sup>th</sup>. There will also be one on April 11<sup>th</sup>, the day before the next UW Tacoma Health and Safety Committee meeting, so the next meeting there will a report on these two meetings.

March – OSHA 300 Reporting process

-Liz Kindrid re-elected to be the representative on the Board of Health

April – Presentation on H&S Plan

-Administrative Policy Statement 10.1

During the meeting there was discussion about training and Susan brought up the need for Safe Campus training. Steve and Susan reported the current version has been toned down. Susan suggested people go to the Campus Safety and Security website and review the information. There will be Safe Campus Training on May 4<sup>th</sup>.

**Accident / Incident Reports**

Case #	Summary	Supervisor Response	Committee Action
2012-03-011 & 2012-03-011-A	While relocating a man lift one of the wheels ran over a metal access panel in the concrete sidewalk and broke the cover exposing the utilidor below.	Workers contacted the City of Tacoma's Street Maintenance and an employee came out and assisted in securing the hole until UWT could repair it on Monday, March 5th. Will fill the opening permanently in the future. A piece of plywood was placed over the hole and two 80 lb concrete boxes were placed on top of the plywood. Two barricades were placed over the concrete boxes and the barricades were wrapped with yellow caution tape.	Milt reported a few more steps have been taken regarding awareness issues.  After discussing the specifics of the situation, the committee was satisfied with the information provided in the report. Committee determined no further action.
03-041	Facilities Services was relocating a man lift up an ADA ramp with Landscaping that has less intensive maintenance. Two workers were spotting when one of the front wheels was observed by one of the workers to be off the concrete apx. 1" inch. The worker stopped the lift and instructed the driver to move the lift over to keep the wheel on the concrete. As turned the wheel the lift shifted over and the one wheel slipped off the concrete and dropped into the dirt. The lift dropped apx. 1 1/2 inch (it's clearance) and bottomed out on the edge of the concrete. Another FS employee heard the off angle alarm and stopped by and requested they turn the alarm off. The employee contacted Dave Leonard (EH&S) who instructed them to not proceed. The workers then contacted the supervisor and asked for help. The supervisor was off work and workers were able to reach him via radio. The supervisor contacted Korsmo Construction via phone and requested their assistance to help get the unit back on the concrete. He also contacted Hertz Rental, the owners of the equipment and requested a mechanic be dispatched to assist with the recovery. The workers and company were able to get the unit back on the concrete with the assistance of the Korsmo's foreman and 4 other laborers. The supervisor informed Dave Leonard that the lift was recovered and there was no damage to anyone or anything. The lift was taken back to the shop.	Landscaping that has less intensive maintenance.	After learning more about the specifics of the situation, committee members inquired: <ul style="list-style-type: none"> <li>• What is being done to prevent this from occurring in the future? Milt provided a response that training is being provided.</li> <li>• Should the route and what is in the safety plan be reviewed? Milt responded saying yes.</li> </ul> With the response from Milt, the committee was satisfied and the committee determined no further action.

A request was made to be sent the OARS reports by e-mail prior to the meeting so that committee members can review them.

### **Student incidents reported to Campus Safety**

Susan reported about a pedestrian (student) reported about a week after an incident that they were hit by a mirror adjacent to the Cragle parking lot.

### **Union Report**

No report provided.

### **EH&S Report**

Dave Leonard provided the following report:

- Laboratory Safety – As a result of recent laboratory accidents on college campuses, in particular due to felony charges being filed due to a worker death at UCLA, laboratory safety is continues to be a topic of concern for college and university administrations. At the UW, work is being done to inform laboratory leadership of the importance to have programs and policies to protect people in labs.
- Soil & water remediation projects – As a result of recent work, two projects are being planned to be conducted on the campus in the near future. One will be across the street in the parking lot from the Old Spaghetti Factory Restaurant to remove some underground storage tanks and one will be near the area of the University Book Store to insert remediation devices. The impact to people at the UW will be mitigated – i.e. people at OSF will have another area to park and the area near the book store will only take a few days.
- Pedestrian Safety at UW Tacoma – been assigned to work on pedestrian issues, as a result, have solicited input and have met with the City of Tacoma for improvements. Three particular areas focusing on are:
  - The cross walk at 21<sup>st</sup> and C street
  - The intersection of 19<sup>th</sup> and Jefferson (by the Swiss Tavern)
  - The area of Jefferson, 17<sup>th</sup> and Broadway (areas between Dougan, Pinkerton and the Carlton)

Dave also reported working on signs focused on pedestrians – not drivers – to “cross street with caution” that will be installed at 21<sup>st</sup> and C street.

People are welcome to contact him and share with me their concerns. He plans to report on the progress and action on this at a future meeting.

### **Follow-up on old business**

Issue regarding the potential trip hazard with the north stairs within the Keystone building was clarified. Dave will continue to follow-up.

### **UW-wide Meeting Representatives**

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

## **Round Table / New Business**

Items discussed:

- Susan described her planning for an earthquake drill and emergency evacuation planning. She mentioned the next activity will be a “BIG” full campus drill
- Stephen Rondeau reported that lab safety is an issue and that there is more equipment and safety that needs to be addressed.
- Milt – Reported the Library project is going well and the Trail project is on schedule.
- Iris Marx reported meeting with Dave Leonard regarding training and safety orientation for new employees and supervisors.
- Concern was expressed by several about a tar odor last Tuesday. Milt updated people more on the roof work and work being done to finish the library building project. He stated that more work still to be done, and that some odors may actually be coming from other adjacent projects.
- Karin reported of a man being hostile on Pacific. She called security, then the Tacoma Police Department was also contacted and the man was then seen being taken away.
- Angela – asked about the status of floor warden training. Dave responded that floor warden training will be provided soon. The training and the drill will be done with a beta test group involving the buildings that require more frequent drills.
- A question was asked about the status of the phone tree used for emergencies. Susan reported the final product is being sent out.
- Pedestrian safety issue on Jefferson – at 4pm people are being forced to walk out onto the street. Milt will talk to the contractor. Milt reported that nothing is being barricaded.

**Meeting adjourned:** 2:07 p.m.

Respectfully submitted,

Dave Leonard

Next Meeting:  
May 10, 2011