

**Health and Safety Committee Minutes
October 8, 2015
1 PM to 2 PM, PNK 104**

In attendance:

Employee Elected Positions			
Organization	Representing	Elected Members	Present (X)
Academic Affairs	Education	Donna Braboy	X
	Nursing	Nathan Ketzner/Susan Johnson	X
		Gabriela Crosby	X
	Library	Suzanne Klinger	
	Teaching & Learning Center	Carolyn Maxson	X
	Academic Advising Center	Vacant	
	IAS	Paul Cigarruista	
	Milgard School of Business	Erica Howard	X
	Academic Affairs, Global Honors, Urban Studies & Chancellor's Office	Silvia Neely	X
	Institute of Technology	Stephen Rondeau	X
Administrative Services	Administrative Services At-Large	Angela Zurcher	X
	Campus Safety & Security	Darren Bailey	
	Facilities Services	Don Lee	X
Advancement	Advancement	Tyler Pederson	X
Center for Urban Waters	Center for Urban Waters	Alex Gipe	
Enrollment Services	Enrollment Services	Linda Spence-Noyer	X
Equity and Diversity	Equity and Diversity	Sara Contreras	
Information Technology	Information Technology	Josh Carper	
Instructional Technologies	KeyBank Pro-Development	Brian Tetreault	
Student Affairs	Student Affairs	Megan Fuhlman	
Union: SEIU	Union: SEIU	VACANT	
Organization	Position	Name	
UWT Environmental Health & Safety	Director of UWT EH&S	Dave Leonard	X
Human Resources	Director of Human Resources	Trish Fiacchi	
Real Estate Office	Senior Asset Manager	Deidra Miller	X
Facilities Services	Director of Facilities Services	Stanley Joshua	X
Campus Safety & Security	Director of Campus Safety & Security	Susan Wagshul-Golden	
SUBJECT: Laboratory Safety	Instructional Supervisor-Environmental Science/IAS	Aaron Rigg Michelle Miller	X
Ex-Officio - Committee Support			
Organization	Position	Name	
UWT Environmental Health & Safety	Committee Secretary	Galen Guffy	X

(Total Number of Safety Committee Positions = 26+Union; Approved Standing Rules, Quorum = 10)

Meeting called to order: 1:05 PM

Approval of Last Meeting's Minutes: July 9, 2015 Minutes and September 10, 2015 Minutes are both approved with one change to the September Minutes.

OARS REPORTS:

Accident Summary Report

HSC 8

9/1/2015 to 9/30/2015

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2015-09-029	BR-T ADMIN. SVCS		9/11/2015	While cleaning the restroom the janitor was poked by a needle embedded in the wall. The janitor removed the needle and applied pressure to stop the bleeding. He immediately reported the incident to the foreperson and supervisor. ABM policy was followed by contacting the nurse line and the employee was instructed to report to urgent care to take necessary precautions. The incident was reported to Facilities and campus safety. The restroom was closed off by Facilities.	The employee must be more aware of the environment
2015-09-039	STUDENT AFFAIRS-T		9/16/2015	Student employee, [REDACTED] hurt her ankle during an activity while attending a Student Leader Retreat at YMCA Camp Seymour in Gig Harbor, WA. [REDACTED] was not transported to the hospital, nor did she request to be transported to the hospital. [REDACTED] was brought back to campus where she was provided with an ice pack. She was picked-up by a family member shortly after her return to campus.	- Check surface of where activities will take place in advance. - Instruct students to wear appropriate athletic shoes during activities. - Tell students not to join activities which they do not feel comfortable. - Accidents happen so I feel that there were not much we could have done to avoid this particular injury.
2015-09-041	SOCIAL WORK-T	[REDACTED]	9/16/2015	Construction work in WCG 209 resulted in heavy fumes causing head ache,nausea, throat and chest tightness.	Staff could have been told to relocate for the day given the level of disruption and fumes.
2015-09-043	SOCIAL WORK-T	[REDACTED]	9/16/2015	Due to work being done in the classroom WCG-209 located next door to our office WCG-203, I experienced throat irritation, scratchy eyes and a headache from the fumes. The workers were scrubbing old glue off of the floors and the fumes entered our office suite. The work was done over a period of several hours and was stopped after we voiced concerns around 3pm. The throat irritation and headache are still present the day after the incident on 9/16/15.	Completing the work outside of regular business hours or relocating staff to other locations during the work.
2015-09-055	DEVELOPMENT-T		9/23/2015	Gentleman sat down at a table and banged his knee, got a small scratch and needed a Band Aid.	NA, gentleman sat down at a table wrong and hit his knee. A Band Aid was given to him and he is fine.

1. 2015-09-029: The committee discussed this incident. It was determined that the custodian works for an outside vendor who will do follow up on this incident. Had this custodian been a UW employee, he/she would have been referred to Susanne Mason at UW Employee Health. Committee feedback about BBP's (blood borne pathogens) from staff: Silvia Neely: can we get biohazard/sharps containers installed in restrooms? Dave Leonard: there are currently several biohazard/sharps containers located around campus. If someone in a department has a medical condition that requires shots (e.g. diabetes), Dave can make sure they get one installed in their office restroom. After further discussion, the committee was satisfied with the information provided in the report. Committee determined no further action.
2. 2015-09-039: Staff Comments: Dave Leonard: This is the second accident at this retreat in a year (last year a student broke their leg), important note: if a death or serious injury occurs that requires hospitalization it is critical that a supervisor is notified

immediately and also Dave Leonard. The Dept. of L&I mandates that Dave notify their office within 8 hours of such an injury. Also, it is important to always leave the scene of an industrial accident alone for inspection by the Dept. of L&I. After further discussion, the committee was satisfied with the information provided in the report. Committee determined no further action.

3. 2015-09-041: Committee reviewed this incident and had the recommendation that signs should have been posted prior to this construction being done as well as the UWTL line notice that went out. Other than this comment, the committee determined no further action regarding this OARS report.
4. 2015-09-055: The Committee reviewed this incident and raised the possibility that the table that this gentleman sat at may have had a sharp edge exposed. After further discussion, the committee was satisfied with the information provided in the report and determined no further follow-up needed.

Student Accident Report – Susan Wagshul-Golden:

No Incidents in September 2015.

Round Table Discussion-New Business and Old Business:

New Business:

Nursing: Susan Johnson will take over from Nathan Ketzner as the elected Health & Safety Committee position for the UWT Nursing Department.

Michelle: Inquiry about if a campus-wide CPR training could be made available for staff and faculty who would like to be trained. Dave Leonard: Sgt. Darren Bailey with Campus Safety is licensed to give CPR/First Aid Trainings and Campus Safety has the training equipment. The committee will look into requesting and scheduling a training in the near future.

Susan Johnson: A large group of exercisers were doing reps of stair-climbing on the Grand Staircase blocking a large part of the stairs. Expressed concerns about the fact that access was blocked on the stairway. Discussion followed that Campus Safety and Security can be contacted to make a site visit to respond to such safety concerns.

Carolyn and Linda: Inquiry about active shooter and lockdown safety training. Susan Wagshull-Golden: The Violence Prevention Training scheduled in mid-October will address these issues.

Tyler: Question about procedure regarding broken glass in offices at Carlton Center. What are we supposed to do when something breaks in a building that is not covered by UWT Facilities Services. Galen: specifically to the Carlton Building, if it is a small breakage e.g. a broken glass, then the staff can safely handle it themselves: sweep up and dispose of glass shards. If it is a larger breakage e.g. a broken window, call Roberson Building Company, the building management service that owns and manages the Carlton Center. The representative is Suzanne Steliga main phone: (253)627-2663 cell: (253)732-3096.

Old Business:

Stanley & Angie: The wood slats along the Prairie Line Trail walkway that were hazardously gapping are in the process of being repaired.

Dave: Our Space Planning Manager, Ross Johnson, is planning and requesting money in the budget process for a reconfiguration of the furniture and fixtures in the WCG Atrium in the next biennium so that there are enough electrical outlets and no obstructions to restrooms or pathways.

Angie: The worn and malfunctioning microwaves in outside the Convenience Store in WCG have been replaced.

Dave: Auxiliary Services Manager, James Sinding, is working to get the Court 17 safety gate repaired.

Environmental Health & Safety Report - Dave Leonard:

Labor & Industries Citation: Dave Leonard is preparing to appeal the Department of L & I citation that we received in July 2015 for a malfunctioning trash compactor located on Dolly Roberson Way outside the Harmon Restaurant.

Elections for the 2016/2017 Health & Safety Committee: Dave Leonard and Galen Guffy will send out the call for nominations for the next term of this committee in November 2015. Elections will also be held in November and the new elected members will begin their service beginning January 2016.

Safety Presentation – Dave Leonard

Due to time limitations at this meeting, a decision was made not to provide a Safety Presentation; however, next month Dave will provide a presentation about Ladder and Fall Safety.

University-wide Health and Safety Committee Report

The U-Wide Meeting for this month is scheduled for next week so Safety Committee Chair, Stephen Rondeau will give us both the October 2015 U-Wide Meeting report and the November 2015 U-Wide Meeting report at our meeting next month on November 12, 2015.

Meeting Adjourned at 2pm

Respectfully submitted,

Galen Guffy

Next Meeting:

November 12, 2015
CP 103