

**Health and Safety Committee Minutes  
October 9, 2014 (CP206C)  
Lucien Room**

**In attendance:**

<b>Employee Elected Positions</b>			
<b>Organization</b>	<b>Representing</b>	<b>Elected Members</b>	<b>Present (X)</b>
<b>Academic Affairs</b>	Education	<b>Donna Plummer</b>	<b>x</b>
	Nursing	<b>Nathan Ketzner</b>	<b>Sheri Burden</b>
	Social Work	<b>Gabriela Crosby</b>	
	Library	<b>Suzanne Klinger</b>	<b>X</b>
	Teaching & Learning Center	<b>Carolyn Maxson</b>	
	Academic Advising Center	<b>Karin Dalesky</b>	
	IAS	<b>Paul Cigarruista</b>	
	Milgard School of Business	<b>Erica Howard</b>	<b>X</b>
	Academic Affairs, Global Honors, Urban Studies & Chancellor's Office	<b>Silvia Neely</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>	
	Facilities Services	<b>Don Lee</b>	
<b>Advancement</b>	Advancement	<b>Tyler Pederson</b>	<b>x</b>
<b>Center for Urban Waters</b>	Center for Urban Waters	<b>Dustin Annis</b>	
<b>Enrollment Services</b>	Enrollment Services	<b>Sara Alstrom</b>	
<b>Equity and Diversity</b>	Equity and Diversity	<b>Sara Contreras</b>	
<b>Information Technology</b>	Information Technology	<b>Darcy Janzen</b>	
<b>Instructional Technologies</b>	KeyBank Pro-Development	<b>Brian Tetreault</b>	
<b>Student Affairs</b>	Student Affairs	<b>Zachary Druce</b>	<b>X</b>
<b>Union: SEIU</b>	Union: SEIU	<b>VACANT</b>	
<b>Appointed Positions</b>			
<b>Organization</b>	<b>Position</b>	<b>Name</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>
<b>Real Estate Office</b>	Senior Asset Manager	<b>Deidra Miller</b>	<b>x</b>
<b>Facilities Services</b>	Director of Facilities Services	<b>Stanley Joshua</b>	<b>x</b>
<b>Campus Safety &amp; Security</b>	Director of Campus Safety & Security	<b>Susan Wagshul-Golden</b>	<b>x</b>
<b>SUBJECT: Laboratory Safety</b>	Instructional Supervisor-Environmental Science/IAS	<b>Aron Rigg</b>	<b>x</b>

**(total positions=27; quorum=10)**

**Meeting called to order:** 1:00 PM

**October Agenda:** Agenda approved by committee members present.

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

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

Stephen Rondeau reported:

- **Wendy Winslow Nason:** Provided Workers' Compensation Claims 2014 report. University is insured through L&I and cost the university \$19 million per year. The Claims Specialist for UW Tacoma is Elena Williams ([elanaw2@uw.edu](mailto:elanaw2@uw.edu), 5-4740).
- **College of Engineering:** Working to figure out strange odors.
- **College of Environment:** Improved signage at the arboretum to locate parking lots.
- **Union:** Bargaining created a memo of understanding on ergonomics. Working to improve tracking of ergonomic issues.
- **Seattle Police Department:** Present eight days at start of quarter to enforce bicycling rules.
- **Kavanaugh:** Fleet Services specialist was hired to improve driver certification process and accident follow-ups.
- **Jude van Buren:** Trying to ramp up lab safety; starting a 21-month pilot to make labs safer.
- **Katia Harb:** Focused on Personal Protective Equipment for EH&S staff.
- **Biological Safety in Labs:** Principal Investigators were told to check freezers and labs periodically for biohazards and document when they last checked.
- **Emma Alder:** Asked for feedback on new OARS website changes.

### **Accident / Incident Reports**

<b>Case #</b>	<b>Summary (Summarized)</b>	<b>Supervisor Response (Summarized)</b>	<b>Committee Action</b>
2014-09-005	Walked out the door of BB towards campus mall. Took 2 steps down and missed the last third step. Fell forward and landed on my right knee and hands. Pants ripped and knee has a bruise.	None Provided	Dave follow up on supervisor's response
2014-09-033	Was capping a conical-bottom test tube with a snap on cap containing a solvent mixture of Methanol and Methyl tert-Butyl Ether (approx 50/50) when ~3-5 mL splashed onto his face as a result of the cap slipping when being pressed to snap down. The solvent hit just below his nose and above his mouth, and was washed for 15 minutes within 10 seconds of exposure using the building's eyewash system. MSDS forms were obtained and poison control was contacted, where a physician spoke with and supervisors and did a routine phone check-up to make sure that everything was okay and that no side-effects were experienced from exposure. Person is in good health and showed no side affects as a result.	We will slightly alter the protocol as described above. Also, reinforce the idea amongst workers that hood sash should be positioned properly to afford extra protection.	Committee satisfied with information, no further actions required

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

No Campus Safety and Security members were present. No Report.

UW Tacoma Health and Safety Committee Minutes, October 9, 2014

## Union Report

No union members were present. No report.

## EH&S Report

Dave Leonard Reported:

- Introduced Galen Guffy who has been hired as an Administrative Assistant Supervisor at Finance and Administration who will be providing support to EH&S, which includes the Safety Committee.
- Provided an overview about fire extinguishers since October is Fire Safety Month.
- 17<sup>th</sup> Street Pedestrian Safety Improvement Project.
  - The project will start in November. The contractor has been selected and project will begin in early November.
- 19<sup>th</sup> Street and Grand Stairs Safety Improvement Project
  - An engineering firm, AHBL, has been hired to design the safety improvements. They are currently in the early stages of design. Once a design is made, information about it will be shared with the committee.

## Round Table / Old Business

- **Stairway Gate in Court 17 Parking Garage** - Dave will follow up to initiate a repair.
- **New Employee Checklist:** The New Employee Safety Checklist that supervisors can use when hiring new employees was distributed. Committee members were asked to provide comments.

## Round Table / New Business

Items discussed:

- **Angie:** Inquired if a hazard is created with the pedestrian safety improvements that will be done on 17<sup>th</sup> Street Pedestrian Safety Improvement Project because vehicles going up or down 17<sup>th</sup> will not have a stop sign. Dave identified that improvements include shorter crossing paths because of the curb bulbs, well-marked cross walks and associated signage, a reduced posted speed from 30 to 25 mph, and a visually narrow path for vehicles which will encourage speed control. Dave also identified that this issue was well vetted with the traffic and pedestrian safety engineers with the City of Tacoma. One important fact is that stop signs for traffic going up and down the hill more than likely would create a hazard because given the low volume of traffic in the area that cars would more likely do a “rolling stop”, not an actual stop, which would create a hazard for pedestrians expecting cars to actually stop. Dave also said that evaluation of the improvements after construction will be done.
- **Susan:** Requests that Health and Safety members to bring back any safety concerns from their constituents and any trainings they would like to have presented to their groups.

**Meeting adjourned: 2:00 PM**

Next Meeting:  
November 13, 2014  
Lucien Room (GWP 320)

Submitted by: Zach Druce