

**Health and Safety Committee Minutes
December 11, 2014
1 PM to 2 PM, Cherry Parks room CP206C**

In attendance:

Employee Elected Positions			
Organization	Representing	Elected Members	Present (X)
Academic Affairs	Education	Donna Plummer	-
	Nursing	Nathan Ketzner	X
	Social Work	Gabriela Crosby	X
	Library	Suzanne Klinger	
	Teaching & Learning Center	Carolyn Maxson	X
	Academic Advising Center	Karin Dalesky	-
	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	-
Advancement	Advancement	Tyler Pederson	X
Center for Urban Waters	Center for Urban Waters	Dustin Annis	-
Enrollment Services	Enrollment Services	Linda Spence-Noyer	X
Equity and Diversity	Equity and Diversity	Sara Contreras	-
Information Technology	Information Technology	Darcy Janzen	-
Instructional Technologies	KeyBank Pro-Development	Brian Tetreault	-
Student Affairs	Student Affairs	VACANT	
Union: SEIU	Union: SEIU	VACANT	
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	-
Facilities Services	Director of Facilities Services	Stanley Joshua	-
Campus Safety & Security	Director of Campus Safety & Security	Susan Wagshul-Golden	X
SUBJECT: Laboratory Safety	Instructional Supervisor-Environmental Science/IAS	Aron Rigg	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: 1:00 PM

Minutes: November minutes reviewed and approved.

Discussion of Vacant Safety Committee Co-Chair Position: Revisited the issue of the vacant Co-Chair position on the committee. By default, Stephen Rondeau, who also was serving as Co-Chair, is now Chair. Dave Leonard asked if any committee members would be interested in filling the position of Co-Chair. Silvia Neely expressed interest but she would need to discuss it with her Department to make sure it would not conflict with her duties and responsibilities there. *Note: email Silvia a Co-Chair position description.* Follow up with Silvia's decision next meeting.

University-wide Health and Safety Committee Report

Stephen Rondeau attended the University-wide Health and Safety Committee meeting on December 10, 2014. He reported:

- **Organization Group Reports of Note:**
 - A. **Administration:**
 - Dealing with the Miller Hall asbestos issue. Discussion of Executive Order 55 which states that the University leadership is responsible for Environmental Health and Safety on Campus. View link:
<http://www.washington.edu/admin/rules/policies/PO/EO55.html>
 - Dave Leonard mentioned that there are no significant asbestos hazards at UW Tacoma.
 - B. **Student Life:**
 - Reviewed 26 incident reports.
 - Reviewed mass assembly point locations.
 - C. **Health Sciences:**
 - Looking for a new chair person
 - D. **College of Arts & Sciences:**
 - Discussed active shooter scenario
 - Reviewed 13 incidents involving usual sources: Meany Hall, Burke Museum, Chemistry, Dance
 - E. **College of the Environment:**
 - Discussed Ebola and Active Shooter Scenario
 - Reviewed 3 incidents
 - F. **Union:**
 - SEIU 925
 - Met to discuss plan for ergonomic report tracking
 - Concern over worker safety – fire drills no longer reviewed by EH&S fire safety
 - UAW 4121
 - Found legionella bacteria (cause of Legionnaires' Disease) in a cooling tower:
 - UWMC involved?
 - Union workers exposed?
 - Fumes spread?
 - report asked for at next U-Wide Mtng.
- **Upcoming Fire Drill Policy Change**

On UW campus, EH&S fire safety personnel review fire drills and provide advice on operation and effectiveness. They will no longer be onsite for fire drills, and will have a web page concerning fire drills. We will discuss this at length at the January 2015 meeting.

- **IMA Tour**

Students, staff, faculty and retirees can use this sports and fitness facility, from ages 16 and up (oldest 97 yrs.). Many incidents occur, mostly with students. Basketball players have the most injuries. Pool runs 24-7 with two life guards on duty at all times. Some weight room users have severely injured fingers and toes. Signs with incident reporting protocols posted everywhere.

Accidents & Incidents Report:

- No new incident reports.
- Dave Leonard to follow up on incident report #2014-10-035 presented last meeting.

Dave Leonard's EH&S Report

- Dave attended the UW Environmental Health and Safety Meeting on December 9, 2011 (separate from the U-Wide meeting that Stephen attended). Topic: Smoke Free Campus pursuant to [WAC 478-136-035](#). Discussion: designated smoking areas are in place to protect non-smokers from the dangers of second hand cigarette smoke. Eliminating smoking on campus (e.g. eliminating designated smoking areas) could cause more incidents of unlawful smoking thereby making the problem worse.
- No new updates on the 19th and Jefferson Grand Staircase Safety Improvement Project.
- 17th Street Pedestrian Safety Improvement Project is in recess and slated to start up again the second week of Winter Qtr 2015 (Jan. 12th approx.) to be completed in March 2015 (weather depending).
- Dave asked for a round table discussion of Holiday and Winter Safety tips:
 - If traveling long distances in the winter, be sure to carry chains, extra water, blankets, unexpired hand warmers, food and a good first aid kit;
 - Dress for the weather, lots of layers;
 - Dripping umbrellas leave puddles of water on floor surfaces and constitute a hazard;
 - Dried out Christmas trees are a fire hazard. Fresh cut your Christmas tree and get it in water in its stand within a half an hour so that it can drink, check water level daily and refill as necessary. Fresh cedar garland will dry out indoors within 3 days-use it as close to your entertainment day as possible and then discard in yard waste quickly once festivities are over;
 - Practice ladder safety when putting up Christmas lights on house, use the right ladder (tall enough/no standing on top or top rung), don't set up on slope, etc;
 - Don't leave fires burning in fireplaces or candles burning unattended, always make sure you have a screen on your fireplace. Alternative: atmospheric DVD of crackling fire burning in fireplace;

- Battery operated carbon monoxide detectors are now available and should be placed up high for optimum detection efficiency. Costco sells them with a lithium battery that has a 10 year lifespan;
- House and car break-ins and robberies increase during the Holiday season. Do not leave valuables and empty boxes in cars. Often a “Club” column lock on your steering wheel will act as a deterrent for someone breaking in to a car-added hassle;
- Always have a designated driver when going out and partying.

Round Table / Old Business

- Dave followed up on the Fire Escape Gate issue regarding is needing repair at Court 17 Parking Garage that was brought up in the October 2014 meeting. He reported that a work order to repair the gate has been initiated but not completed.
- Need to follow up on double door trip hazard with Don Lee (absent this meeting) from facilities next meeting.
- Convocation weekend issue with Campus Safety and Security officers being unavailable with back-up officers was addressed with Susan Washgul-Golden.
- Earthquake drill follow up tabled until next meeting.

Round Table / New Business

Items discussed:

- **Tyler:** Fire activation door at Cherry Parks not shutting properly.
- **Angie:** The Court 17 parking lot on the third floor has a place where water collects and freezes constituting a hazard. Angie almost slipped and fell, she called facilities to report it, but a report was never filed. Discussion: there should be signage designating the report process, i.e. telling people how to file an incident report.
- **Gabi:** noticed Science Building staircase is very dark and collects standing water at the bottom. Discussion: Dave brought up that if stairs have a metal “nosing” (ridge of flat metal at outer edge/angle of the step) they can get treacherously slippery when wet. So, always try to step in the middle of the step when using stairs and hold onto stair railing. Dave to follow up with facilities regarding lighting and pooling water at Science Bldg. stairs.
- **Linda:** Noticed the 431 Parking Lot has very poor visibility near the exit which has resulted in some “near misses” for people attempting to exit the lot in their vehicles.

Meeting adjourned: 2:00 PM

Respectfully submitted,

Galen Guffy

Next Meeting:

January 8, 2015 @ 1 PM-2PM
Cherry Parks 206C