

**Health and Safety Committee Minutes
July 9, 2015
1 PM to 2 PM, CP 206C**

In attendance:

Employee Elected Positions			
Organization	Representing	Elected Members	Present (X)
Academic Affairs	Education	Melanie Smith	X
	Nursing	Nathan Ketzner	X
	Social Work	Gabriela Crosby	X
	Library	Suzanne Klinger	-
	Teaching & Learning Center	Carolyn Maxson	-
	Academic Advising Center	Vacant	-
	IAS	Paul Cigarruista	-
	Milgard School of Business	Erica Howard	-
	Academic Affairs, Global Honors, Urban Studies & Chancellor's Office	Silvia Neely	X
	Institute of Technology	Stephen Rondeau	-
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	Dustin Annis	-
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	-
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	-
Real Estate Office	Senior Asset Manager	Deidra Miller	X
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	Aaron Rigg Michelle Miller	-
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 PM

Agenda: Deferred. Quorum not present

Minutes: June 11, 2015 Edited with one change and approved.

OARS REPORTS:

Accident Summary Report

HSC 8

6/1/2015 to 6/30/2015

<u>Case#</u>	<u>Org Name</u>	<u>Job Title</u>	<u>Date Reported</u>	<u>Employee Activity</u>	<u>Supervisor Corrective Action</u>
2015-08-005	FINANCE ADMIN-T	FOMS	6/2/2015	overexerted wrist	Assess job conditions and possible risk factors. Ensure all tools and equipment is functional.
2015-08-010	FINANCE ADMIN-T	PAINTER	6/3/2015	I was trying to secure the restroom door to the open position in order to paint the door frame. My hand slipped and my left thumb jammed extremely hard against the door lifting the nail from the nail bed and jamming the thumb. I suspect the thumb to be broken as I have no movement in the thumb and the pain radiates into the elbow and palm of hand, swelling is present.	Assess job conditions, equipment and proper risk management.
2015-08-042	INTERDISCIPLINARY A&S-T	SCIENTIFIC INSTRUCTIONAL TECHNICIAN	6/10/2015	Students [redacted] and [redacted] were performing a lab experiment with a saturated bromine water reagent. They began stirring the reagent with a metal spatula rather than a Pasteur pipet and the bromine began to evolve as a gas from the test tube the reaction was being performed in. The two students performing the experiment were in direct contact with the gas, although there were 10 other students in the lab, a TA [redacted] and the instructor [redacted] that could all smell the gas. The students informed the instructor, and she quickly closed the hood until the gas cleared the hood. The students that were affected left the room for fresh air and when they felt better they went home. Laboratory staff were informed, and cleaned up the affected labware.	Science staff will now be updating the training for the student lab helpers (the student staff who prepare the chemicals and equipment for the lab). The new procedures will have the student lab helpers watch a trained staff member 3 times, then successfully perform the task 3 times under supervision before the student lab helper is allowed to perform the task alone. Part of this training will also ensure that safety information for all chemicals being used in the lab are easily located with the equipment/chemicals for reading by the students prior to the start of the lab. We are looking into displaying information on the hoods of what to do for an unexpected reaction or emergency (close the hood and turn it on). Will be working with Susan this summer to create a training video to show to students and faculty each quarter to help prevent occurrences and show what to do in case of an emergency. We will be speaking with the faculty to reinforce that if something goes wrong during the lab, to contact the lab staff and/or campus safety immediately (or 911 if needed).

1. Facilities Wrist injury – Committee reviewed the incident:
 - A sprain/strain injury. Needs follow up for further information.
 - Susan Wagshul-Golden: It would be helpful if the description of the incident was more descriptive and included in training.
2. Facilities Thumb injury – Committee reviewed the incident:
 - Employee jammed/broke his thumb and received medical attention for it.
 - Susan Wagshul-Golden: was an OSHA 300 form for L&I Insurance completed?
 - Linda Spence-Noyer: Again a better description of the accident is needed. Are there better/safer ways to secure a door?
3. IAS Lab Incident - Committee reviewed this incident:
 - The Bromide solution was improperly stirred per OARS summary above. Corrective action: Training video and training documentation (binder in lab) detailing proper lab procedures.
 - Don Lee: The Fume Hood Reset Protocols need to be included in the training.

Student Accident Report – Susan Wagshul-Golden:

No Incidents in June 2015.

Round Table Discussion-New Business and Old Business:

Old Business:

Susan: Susan is meeting with other staff from Human Resources and Student Affairs to discuss scheduling and programming Safe Campus Trainings for the UWT Campus to begin this Fall Quarter 2015.

Dave: Dave reiterated that there are currently no plans with UW or the City of Tacoma to establish a 4 way stop at the intersection of Broadway and 17th.

Dave: Looking into having a City of Tacoma Parking Specialist come to discuss the reasoning behind having back-in parking on Jefferson between 17th and 19th.

Gabi: There is an editorial in the Tacoma News Tribune denouncing the back-in parking situation on Jefferson between 17th and 19th.

New Business:

Silvia: There have been a lot of noise complaints on the third floor of GWP due to the construction. The noise is from sandblasting and from fire alarms. Dave explained the project involves removing old lead paint from the timber supports and walls using sand blasting and a negative pressure containment system. Since the building is occupied, the fire alarm system is kept on and some dust from construction activities has set off the smoke detectors. In another incident, a sprinkler head to the active fire sprinkler system was accidentally hit causing the fire system to activate resulting in water flooding the floor that eventually reached an area of the University Bookstore located on the ground floor of GWP.

Linda: Concern over a recent fire drill during the Math Science Program with the 6th through 12th graders present in the building. Employees treated drill as a nuisance. There needs to be more identification of emergency congregation areas for emergency wardens. A meeting was scheduled with the Chancellor's Executive Team so they can assist with detailing of Emergency Procedures. All emergency drills need to be taken seriously and treated as potential emergencies.

Angie: Court 17 Fire Gate still not repaired after a year and a half. Also, Court C has no stop sign on the alley and people are speeding when they drive down it. Dave said he would follow-up on the repair status of the fire gate. Dave also explained based on previous inquiries and responses from the City of Tacoma, that since Court C is an alley, that the traffic code requirements are that there is to be no stop sign posted at the end.

Environmental Health & Safety Report - Dave Leonard:

- 1. Crash Barrier Project:** The area is closed to car and pedestrian traffic from Tuesday 7/14 to Friday 7/17 for the installation of the big "W." Once the "W" is installed, the project will then be completed.
- 2. A "Closing Conference" was held by the Department of Labor and Industries regarding their investigation of Trash Compactor on Dolly Roberson.** L&I classified

the incident as “Abated” with the necessary repairs completed. UWT was notified that a citation and fine will be issued.

Safety Presentation – Heat Exhaustion: Dave Leonard

Given that the meeting time was limited, no safety presentation was given. Given the high temperatures, Dave spent a moment reminding everyone of the highlights of a prior presentation he had done on heat exhaustion, by reiterating signs and symptoms and asked everyone to take special care during this summer’s record breaking heat wave.

University-wide Health and Safety Committee Report

No one attended the University-wide Health and Safety Committee meeting that occurred on July 8th, 2015. The handout regarding current Department of Labor and Industries investigations that was provided at this meeting was sent to Dave and is attached to these minutes.

Safe Campus Brochure: A beautiful 8.5X11 handout was distributed to committee members by Susan Wagshul-Golden.

Meeting adjourned: 2:04pm

Respectfully submitted,

Galen Guffy

Next Meeting:

September 10th, 2015
Location TBA