

**Health and Safety Committee Minutes
July 21, 2016
1 PM to 2 PM, CP103**

Employee Elected Positions			
Organization	Representing	Elected Members	Present (X)
Academic Affairs	Education	Donna Braboy	-
	Nursing	Susan Johnson	-
	Social Work	Gabriela Crosby	
	Library	Hannah Wilson, Co-Chair	X
	Teaching & Learning Center	Carolyn Maxson	-
	IAS	Emily Cili-Turner	-
	Milgard School of Business	Erica Howard	X
	Academic Affairs, Global Honors, Urban Studies & Chancellor's Office	Silvia Neely	
Administrative Services	Institute of Technology	Robert Landowski	-
	Finance & Administration At-Large	Galen Guffy	X
	Campus Safety & Security	Robert Whitfield	-
Advancement	Facilities Services	Don Lee	-
	Advancement	Alex Volkman, Co-Chair	X
Center for Urban Waters	Center for Urban Waters	Alex Gipe	-
Enrollment Services	Enrollment Services	Linda Spence-Noyer	X
Equity and Diversity	Equity and Inclusion	Sara Contreras	-
Instructional Technology	MEDEX	Vanessa Bester	-
Organization	Position	Name	
UWT Environmental Health & Safety	Director of UWT EH&S	Dave Leonard	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	Michelle Miller	-
Ex-Officio - Committee Support			
Organization	Position	Name	
UWT Environmental Health & Safety	Committee Secretary	Galen Guffy	X

Meeting called to order: 1:00 PM.

U-Wide Safety Meeting at UW Seattle: Hannah Wilson

We did not have a UW Tacoma Safety Committee Member available to attend the U-Wide Safety Committee Meeting at UW Seattle on July 6, 2016. Minutes from the U-Wide Safety Committee meetings can be found at: <https://www.ehs.washington.edu/ohssafcom/mtgminutes16.shtm>

Accident Summary Report

HSC 8

6/1/2016 to 6/30/2016

<i>Case#</i>	<i>Org Name</i>	<i>Employee Activity</i>	<i>Root Cause</i>	<i>Supervisor Corrective Action</i>
2016-06-025	DEVELOPMENT-T	Around 12:15 [REDACTED] got up from his seat in Philip Hall. He is one of the media technicians that run the program for Life Center, an external group that uses the space. Upon getting up, he felt a scratch on his leg. The scratch came from the table in the space. Upon inspection of the table, there is a small portion of the finished edge that was sticking out. [REDACTED] looked at his leg in the light and noticed that there was a small scratch/laceration which caused bleeding. He mentioned that it didn't hurt, but was surprised that is was that bad of a cut/scratch.	see incident details	see suggested corrective actions
2016-06-060	INST OF TECH-T	Wet floor does not have warning signs on it. This is about the fifth time I have noticed this. It usually occurs in the DOU 107 restroom. This time it was the hallway to the elevator as well as the restroom.		

The committee discussed this report and considers it satisfactorily resolved.

Environmental Health & Safety Report Dave Leonard:

Dave addressed the following safety issues on campus:

- The City of Tacoma (COT) is in talks with the developers of the property at Market & 21st who are working on making that space ready for the incoming 7 Seas Brewing Company. Part of the move-in requirements for 7 Seas involve making that particular intersection ADA accessible with resurface of the pavement for added traction and painted cross walks.
- A representative from the COT Transportation Department will visit this committee during its October 2016 meeting to present on and discuss pedestrian safety at UW Tacoma.
- As the Tacoma Paper & Stationary (TPS) building construction forges ahead, street access to Jefferson St. in front of the construction site will continue to be limited. The COT will be further limiting access to the street in order to refurbish the storm drains which will involve extensive construction in the street itself. Expect limited access throughout Autumn 2016.

The Emergency Warden Program-Hannah Wilson & Alex Volkman:

Hannah and Alex discussed the need to define expectations and implementation of an Emergency Warden Program at UW Tacoma. The following initiatives (past, current & future) were outlined and issues discussed:

- UW Tacoma's EH&S Department conducted a catalyst survey and ascertained that there are about a dozen functioning Emergency Wardens interspersed in different buildings and departments here on campus. There are about 20 people interested in becoming/remaining Emergency Wardens here at UW Tacoma.
- Discussed how the Warden Program should be organized, whether by building, floor or department.
- Suggested that each UW Tacoma Safety Committee member become an Emergency Warden – complete the basic warden training and either perform the warden duties for their departments or act as back-up to their department's current warden.

- Recommended that each UW Tacoma Safety Committee Member make a point of getting Safety Committee updates from these meetings on their department's staff meeting agenda for discussion and information dissemination.
- Desired that an Emergency Response Team Training and Certification Program be put in place at UW Tacoma for UWT employees. This would include CPR and First Aid Training – both initial and refreshers to maintain skill level.
- Suggested that this Committee review the Emergency Operation Procedure (EOP) and other UW Emergency and Safety Protocols and Standards.
- Formulate a way to reach out to the Deans and Directors of the Academic units on campus to encourage them to have trained wardens in their departments.
- Think about whether Wardens should be called Emergency Wardens or Safety Wardens (more broad and encompasses both emergency and non-emergency safety concerns, protocols and responsibilities) or removing the word “warden” and, instead calling them Emergency Response Team members (ERT).
- Suggested a training matrix to be run by UW Tacoma EH&S Department documenting warden personnel, training and skills.
- Recommended a quarterly electronic UW Tacoma Safety Committee newsletter that can be distributed via UWTline and also used as an agenda item at Faculty and Staff Assembly meetings.
- A note to put in the agenda for the next Committee Meeting to brainstorm ways to raise safety and emergency response awareness

Regular Round Table:

Alex: any complaints about reckless cycling from Jimmy John's delivery staff should be directed to Ben Mauk of the UW Tacoma Campus Planning & Real Estate Department. bmauk@uw.edu/x24331

Linda: reporting 2 pedestrian near misses.

-A pedestrian was nearly hit by a motorist on 21st street.

-A pedestrian was nearly hit by a motorist on Court C in front of the Mattress Factory. The driver was progressing through the parking lot.

-Both of these incidents resulted in a pedestrian/driver verbal confrontation.

Dave: highly recommends employees who observe these kinds of altercations complete an online OARS report at: <http://www.ehs.washington.edu/ohsoars/>.

Meeting adjourned at 2pm

Minutes respectfully submitted by Galen Guffy

Next Meeting: 8/11/2016, 1pm to 2pm, CP103