

**Health and Safety Committee Minutes  
May 12, 2016  
1 PM to 2 PM, CP206C**

<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 Braboy</b>	-
	Nursing	<b>Susan Johnson</b>	-
	Social Work	<b>Gabriela Crosby</b>	X
	Library	<b>Hannah Wilson, Co-Chair</b>	X
	Teaching & Learning Center	<b>Carolyn Maxson</b>	X
	IAS	<b>Emily Cili-Turner</b>	-
	Milgard School of Business	<b>Erica Howard</b>	-
	Academic Affairs, Global Honors, Urban Studies & Chancellor's Office	<b>Silvia Neely</b>	X
<b>Administrative Services</b>	Institute of Technology	<b>Robert Landowski</b>	X
	Finance & Administration At-Large	<b>Galen Guffy</b>	X
	Campus Safety & Security	<b>Robert Whitfield</b>	-
	Facilities Services	<b>Don Lee</b>	-
<b>Advancement</b>	Advancement	<b>Alex Volkman, Co-Chair</b>	X
<b>Center for Urban Waters</b>	Center for Urban Waters	<b>Alex Gipe</b>	-
<b>Enrollment Services</b>	Enrollment Services	<b>Linda Spence-Noyer</b>	X
<b>Equity and Diversity</b>	Equity and Inclusion	<b>Sara Contreras</b>	X
<b>Instructional Technology</b>	MEDEX	<b>Vanessa Bester</b>	X
<b>Organization</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>	X
<b>Facilities Services</b>	Director of Facilities Services	<b>Stanley Joshua</b>	X
<b>Campus Safety &amp; Security</b>	Director of Campus Safety & Security	<b>Susan Wagshul-Golden</b>	-
<b>SUBJECT: Laboratory Safety</b>	Instructional Supervisor- Environmental Science/IAS	<b>Michelle Miller</b>	-
<b>Ex-Officio - Committee Support</b>			
<b>Organization</b>	<b>Position</b>	<b>Name</b>	
<b>UWT Environmental Health &amp; Safety</b>	Committee Secretary	<b>Galen Guffy</b>	X

**Meeting called to order:** 1:00 PM. April Minutes reviewed and approved as written with request for a corrected name spelling Sara, not Sarah, Contreras. May Meeting Agenda adopted.

*Accident Summary Report*

*HSC 8*

*4/1/2016 to 4/30/2016*

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2016-04-011	FINANCE ADMIN-T	FOMS	4/5/2016	over exerted or twisted hip lower back while changing filters in air handler	Evaluate and or assess work conditions prior to performing work. Ask for help if required and report any unusual findings to supervisor.

**U-Wide Safety Meeting at UW Seattle: Hannah Wilson**

- The U-Wide Evacuation Drill Task Force is working to create campus wide procedures that will apply to all three UW campuses. They have updated their webpages. Suggestion to review them as a committee in a future meeting.
- There will be a UW Seattle Earthquake Drill in June in compliance with the Earthquake Safety Initiative.
- UW Bothell is testing software that pushes safety alerts to desktops on campus.
- The University is formulating an All Gender Restroom Policy.
- For more information and details about U-Wide Safety Committee Meetings visit:  
<http://ehs.washington.edu/ohssafcom/mtgminutes16.shtm>

**Environmental Health & Safety Report Dave Leonard:**

UW Tacoma EH&S will be conducting testing of the campus water for lead contamination in June. Most of the testing will be done where the plumbing from the street enters the buildings but some of our older buildings that have not been retrofitted will have their internal plumbing fixtures tested (faucets).

**Campus-wide Active Shooter Lock Down Drill: Round Table Feedback**

Alex: the UW Alert email went directly to junk mail in Outlook. The alert banner on the UW homepage did not refresh and there isn't currently a way to have a live scrolling banner on the homepage. For now, until these glitches can be fixed, the best thing is to sign up for UWAlerts for text messaging.

Hannah: There was a five minute delay between the announcement and the telephone alert. The alarm went off for a half an hour before Facilities announced the drill. The PA was left on and it made it hard to hear the drill instructions. Campus Safety & Security tested to see if the building door locked during the alarm.

Gabi: The announcement on the loudspeakers was garbled and created confusion. Also, would like to have department outfitted with blinds on glass windowed doors.

Silvia: The drill instructions were simple: just secure yourself and your office.

Carolyn: It was very hard to hear the announcement over the PA system. The students thanked us for securing them during the lock down.

Bob: This drill established that our PA system is the weak link. One of our professors complained that we had the drill happen during mid-terms.

Sara: We had students working in the CEI (Center for Equity & Inclusion) watch the lock down video on the Campus Safety website, but the students having lunch in front of the CEI were not included in the drill.

Vanessa: Students were very cooperative.

Linda: volunteered Drill Observer for the Mattress Factory. The people who were prepared for the drill did very well. The people who did not prepare were confused and did not know what was going on. Students were asked to come into the building before the lock down, some of them resisted participation.

**Regular Round Table:**

Bob: Re: the fire drill t The Fire Department Officers were upset because UWT Facilities had given the “all-clear” but had no official capacity to do so. The Fire Department is supposed to give the “all clear.”

Dave: the fire department does not give the campus wide “all clear” they give the “all clear” to Security or Facilities to deliver to the campus.

Stanley: Facilities and Security need to coordinate with the fire department. Most of the time (95%) it’s Facilities that gives the “all clear” to the campus. It is technically in the jurisdiction of Facilities. Sometimes Campus Safety & Security will do it for us if we request it.

Linda: when the Mattress Factory had a fire alarm (short circuit incident), the Fire Department gave the “all clear.” As the Fire Warden of the Mattress Factory, I would like consistent, clear guidelines in writing about who to take direction from in these kinds of emergency situations.

Alex: What about the Carlton Building?

Sara: We need to get a list of all of our fire wardens on campus.

Linda: we tell people when we onboard them what the safety expectations are.

Hannah: it would be a good idea to invite the campus wardens to our committee meetings after we have drills like this so we can get and give feedback.

Meeting adjourned at 2pm

Meeting Minutes respectfully Submitted by Galen Guffy

Next Meeting: June 9, 2016 from 1pm to 2pm in CP206C

**Meeting Adjourned at 2:00 pm**

Minutes Respectfully Submitted by:

Galen Guffy, Secretary

UW Tacoma Safety Committee