

**U-Wide Safety Committee Minutes
December 14, 2017
1 PM to 2:00 PM, WCG 322**

Employee Elected Positions			
Organization	Representing	Elected Members	Present (X)
Academic Affairs	Education	Donna Braboy	-
	Nursing	Vacant	-
	Social Work	Gabriela Crosby	X
	Library	Hannah Wilson, Co-Chair	X
	Teaching & Learning Center	Carolyn Maxson	X
	Academic Advising	Jennifer Wilson	-
	Milgard School of Business	Erica Howard	-
	Academic Affairs, Global Honors, Urban Studies & Chancellor's Office	Silvia Neely	X
Administrative Services	Institute of Technology	Bob Landowski Joel Larson	-
	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	Vacant	-
Enrollment Services	Enrollment Services	Linda Spence-Noyer	-
Equity and Inclusion	Equity and Inclusion	Sara Contreras	X
Organization	Position	Name	
UWT Environmental Health & Safety	Director of UWT EH&S	Dave Leonard	X
UWT Facilities Services	Director of Facilities Services	Stanley Joshua	X
UWT Campus Safety & Security	Director of Campus Safety & Security	Susan Wagshul-Golden	X
UWT Auxiliary Services	Auxiliary Services Manager	James Sinding	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.

Agenda and Minutes: Agenda passed. Absent of quorum, November Minutes minutes not reviewed or approved.

I. OARS – Hannah Wilson:

Report # 11053: A colleague from UW Tacoma Advancement was the victim of a hit-and-run accident with a vehicle at the intersection of 21st and Market. The employee – the pedestrian in the incident- was crossing the street in the intersection when he was hit by a car that failed to stop. The employee, upon impact, was thrown up on the hood of the car. When he climbed off the hood, the vehicle driver proceeded to drive away without stopping. The employee was shaken and his umbrella damaged but otherwise, he was unharmed. Dave Leonard noted that he had brought 21st and Market Street intersection to the attention of City of Tacoma Transportation engineer Brennan Kidd last month, noting that this intersection is particularly treacherous as it is a blind intersection and that the asphalt is slippery and does not provide good traction. Possible remedies discussed by the group included installing a light at the intersection and resurfacing the asphalt to provide better traction.

Report # 11064: Colleague from UW Tacoma Facilities was using Billy Goat® Leaf & Litter vacuum to clean the Grand Staircase. In order to change the bag the employee had to force the machine down to the ground with her body weight, which resulted in a contusion (bruise) to her right ribcage. Committee determined the importance of getting assistance when operating heavy equipment.

Report # 11105: Student participating in the “Identity Mask Art Workshop” event on Campus was injured when hot glue from the glue gun she was using splattered on her fingers causing a burn. Committee determined best practice is to provide safety instructions for use of hot tools before activities begin.

II. Environmental Health & Safety Report – Dave Leonard: The election of the 2018/2019 Biennium Safety Committee is completed and UW Tacoma has elected several new members along with a contingent of continuing members to serve in the new term. The January 2018 Safety Committee Meeting will be safety committee training for the new term.

III. UWide Meeting – Hannah Wilson: The UWide Safety Committee groups have also finished a successful election season and have their 2018/2019 Safety Committees in place to commence in January 2018.

IV. Safety Topics: Stanley Joshua, Galen Guffy, and Dave Leonard:

- a. Stanley Joshua gave an update on the Ice and Snow Pathway Plan for Campus indicating that there are primary and secondary routes for pedestrians to safely navigate Campus when it there is ice and/or snow on the pathways. Stanley advised the Committee that the sidewalks, pathways and parking lot asphalt will frequently appear to be wet even during dry days. The reason for this is that Facilities is implementing a new de-icing system called Runway, which consists of a liquid spray that melts ice for 8-12 hours at a time. The Runway system is more cost effective and efficient than using traditional rock salt granule deicer. However, UW Tacoma will keep a supply of granular deicer on hand to use when it is snowing as the Runway system does not work on snow.
- b. Galen Guffy presented a Seizure Response Plan outlining steps to take if/when co-workers experience seizures at work. The plan detailed three steps of seizure response: Seizure First Aid, When to Call 9-1-1, and Post Seizure Care. The Seizure Response Plan is attached to these minutes as an addendum.
- c. Dave Leonard presented “This Might Shock You,” a video outlining safety guidelines dealing with the situation of a power line falling on your vehicle: <https://www.youtube.com/watch?v=fLVzvMTgGDY>. Most important points include:

1. When trapped in your vehicle under a downed power line, do not leave the vehicle unless absolutely necessary. Call 911 on your cell phone from the safety of your car cabin.
2. Do not try to restart your car. If have electric windows and need to roll them down, break them instead to avoid electrocution from within the vehicle.
3. If you do have to leave your vehicle, try to jump away from electrified earth around your car and always try to land with both feet together and shuffle away to safety (at least 35 feet away from vehicle and downed line – taking large steps can cause you to be electrocuted).

Meeting adjourned at 2:00 pm

Meeting Minutes Respectfully Submitted by Galen Guffy

Next meeting: January 11, 2017 at 1 pm Location: TBD

Addendum

Seizure Response Plan

1. Seizure First Aid: Care & Comfort

- Help the person to a seated or lying down position.
- If you are getting someone into a lying down position, support their head on the way down to the floor and cushion their head if necessary while they are lying down.
- Roll them on their side to prevent saliva from blocking their airway.
- Prevent injury during or after the seizure by moving objects out of the way.
- Never put anything in a seizure victim's mouth during the seizure – jaw muscles can contract significantly during a seizure and they may break an object and swallow part of it causing a choking hazard or they may break their teeth. They will not swallow their tongue.
- Never hold the person down – this can make a seizure worse by causing the person to experience stress and anxiety thereby exacerbating the seizure.
- Do not give the person any water or food during a seizure or right afterwards – they may choke.
- If the person wants to walk around, let them do so but stay with them and keep them from walking in a safe, enclosed area, e.g. an empty office or conference room.
- Always stay with a person until their seizure is over, or until EMT's arrive if you have called 911
- However, keep onlookers away, encourage people to step back and give the person some room and privacy.
- If possible, try to keep track of how long the seizure lasts.

2. When to Call for Emergency Medical Help: Call 9-1-1 if:

- The seizure lasts longer than 5 minutes.
- One seizure occurs right after another without the person fully regaining consciousness.
- Breathing becomes difficult or the person appears to be choking.
- An injury may have occurred.
- The person asks for medical help.

(Note: when dealing with a seizure or any other injury or medical incident at UW, you must remember that you are not only responsible for caring for the individual in question but also that you are an agent of the University and thereby responsible for protecting UW's interests as well – so, use your best judgement- if it seems in any way like a medical emergency, err on the side of caution and call 911.)

3. After the Seizure: When They Wake Up

-Seizures can be frightening and embarrassing for the people experiencing them. Keep this in mind as the person wakes up and realizes what has happened to them. Keep this in mind when you talk to them.

-Reassure them that they are safe.

-Tell them what happened in very simple terms.

-Stay with them until they are ready to go back to what they were doing or find someone else to stay with them.

For more information about Seizure First Aid visit the Epilepsy Foundation at: <https://www.epilepsy.com/learn/seizure-first-aid-and-safety/general-first-aid-steps>