

**Health and Safety Committee Minutes**

**May 11, 2107**

**1 PM to 2:00 PM, GWP 320**

<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>	-
	Academic Advising	<b>Jennifer Wilson</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>Mike McMillan</b>	X
	Finance & Administration At-Large	<b>Galen Guffy</b>	X
	Campus Safety & Security	<b>Robert Whitfield</b>	-
<b>Advancement</b>	Facilities Services	<b>Don Lee</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 Inclusion</b>	Equity and Inclusion	<b>Sara Contreras</b>	-
<b>Instructional Technology</b>	MEDEX	<b>Vanessa Bester</b>	-
<b>Ex-Officio - Committee Support</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:** 1:05 PM.

**Agenda and Minutes:** March 2017 Minutes reviewed. One edit striking out passive language. No quorum so unable to pass the minutes at this time.

**OARS Reports** – The Committee reviewed and discussed UW Tacoma’s April 2017 OARS Reports as summarized below:

*Accident Summary Report*

*HSC 8*

*4/1/2017 to 4/30/2017*

<i>Case#</i>	<i>Org Name</i>	<i>Employee Activity</i>	<i>Root Cause</i>	<i>Supervisor Corrective Action</i>
2017-04-012	ENROLLMENT SERVICES-T	I slipped and fell on the cement floor outside of the office door. There was some spilled water, the area was dark, and I couldn't see the spill. This is not an area where there normally is water or liquid on the floor. I slipped, twisted my ankle as I fell, falling forward and landing on my arm and leg. I was able to stand up and get the custodians that were near by to clean up the spill. They placed a slippery when wet sign over the space.	Water on the floor combined with poor lighting.	Improved lighting outside of the door. Their does not appear to be a leak or any other water problem in the area. This was likely the result of a spill or water tracked in from outside. This could have come from staff or a visitor to the office.
2017-04-056	EDUCATION-T	Slipped in the mud in a grassy area, fell, tweaked back, possible bruising will occur from fall. Jacket, shoes, shirt, purse covered in mud.	The ground/grass gets slippery when wet and does not appear to have a significant incline. When people walk across the area they can slip and fall.	Brought up at UWT campus safety committee meeting today, 4/14/17. Dave Leonard is aware of area issue and discussion with facilities in underway to evaluate the situation and provide a solution
2017-04-082	FINANCE ADMIN-T	working on back-up and dirty water splashed in my right eye. I had safety glasses on.	Equipment used, water pressure.	Wear of full face shield along with safety glasses.
2017-04-089	ENROLLMENT SERVICES-T	As I was exiting the building after the completion of the transfer college fair, I turned to thank our host. As I turned back around, my foot caught the back of my roller bag. In a flash, my bag rolled one way and I fell backwards. I fell on my wrist and bottom. My body rolled back, landing on my backpack as well. I laid flat out for about 3 seconds before getting my whits back.		

**U Wide Safety Committee Meeting: Hannah Wilson**

- UW Seattle still updating their Environmental Health & Safety website. These should be done in June 2017.
- UW Seattle has incorporated the UW Tacoma and UW Bothell campuses into their GeoMap system.
- Serious fall incident at UW Bothell – the student involved refused medical attention but it was later revealed they had a concussion as a result of the fall.
- UW Seattle Facilities Engineers are required to bring their own ladders to maintenance sites, and have been instructed not to use the building ladders.
- UW Seattle will have an Earthquake Drill on June 13, 2017.
- Several ongoing Labor & Industries investigations at the UW Seattle campus involving lead and asbestos contamination are now closed. Also an investigation in one of the UW Seattle labs involving a flammable liquid splashing in someone’s eye is now closed.

**UW Tacoma Safety Committee Charter and Emergency Wardens: Hannah Wilson**

Hannah has opted to put the passage of a UW Tacoma Safety Committee Charter on hold in favor of focusing on getting warden training off the ground. Suggested priorities for this are:

- Rewrite warden position duties and responsibilities.
- Dedicated warden training this summer.
- Warden hats and vests to be provided by UW EH&S Department.
- Formulate a list of other critical warden supplies.

## **UW Accident Prevention Plan and New Employee Safety Orientation Template: Hannah Wilson**

- The UW Seattle Environmental Health & Safety Department has been working on an Accident Prevention Plan (APP) to replace the current Department of Health Safety Plan (DHSP). The UW APP is a communication plan to disseminate Environmental Health & Safety Department information to campus. Ideally a streamlined plan could be adapted for each department.
- The UW New Employee Safety Orientation Template (NESOT) has been developed as a guide for UW supervisors to give new employees a safety orientation. As with the APP it can be adapted for each department.

Hannah will send the APP and NESOT out to the committee via OneDrive for our review and comments for how we could adapt these documents for our campus. Please provide any comments or feedback to her by May 19<sup>th</sup>. Hannah will provide our feedback to the entire U Wide Committee at their next meeting on June 7<sup>th</sup>.

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

Although limited details are available at this time, Dave reported on a recent vehicle on pedestrian accident that occurred at the intersection of 21<sup>st</sup> Street and Court C. Two pedestrians, one of whom is a UW Tacoma student, were hit by a car in the intersection. The police and fire department responded to an emergency call to report the accident and interviewed the driver. Both victims were transported to the emergency room and one of them was hospitalized overnight. Dave and Susan Wagshul-Golden investigated the scene of the accident but did not find anything amiss with the traffic lights at the intersection. They did notice many students walking around on the street in this area absorbed on their cell phones and not looking where they were going even while crossing the street. This accident coincides with several OARS reports of vehicle on pedestrian near misses. Dave has spoken to Brennan Kidd with the City of Tacoma Transportation Department and made him aware of the incidents.

Input from the Safety Committee:

- Linda spoke with eyewitnesses who revealed that the pedestrians were in the crosswalk and that the lights were functioning at the time of the accident.
- Dave reminded the committee to always submit an OARS report for any traffic related incident/accident at UW Tacoma even if it is only a near miss.
- Hannah requested that Dave send an update to the campus via UWline once the investigation is complete along with a PSA about pedestrian safety.

Meeting adjourned at 1:55 pm

Meeting Minutes Respectfully Submitted by Galen Guffy

Next meeting: June 8, 2017, 1pm to 2pm, Location: TBA