

Health and Safety Committee Minutes
August 14, 2014
CP 206C
In attendance (total positions=27):

Employee Elected Positions			
Organization	Representing	Elected Members	Present (X)
Academic Affairs	Education	Donna Plummer	
	Nursing	Nathan Ketzner	X
	Social Work	Gabriela Crosby	X
	Library	Suzanne Klinger	
	Teaching & Learning Center	Carolyn Maxson	X
	Academic Advising Center	Karin Dalesky	
	IAS	Paul Cigarruista	
	Milgard School of Business	Erica Howard	X
	Academic Affairs, Global Honors, Urban Studies & Chancellor's Office	Silvia Neely	X
	Institute of Technology	Stephen Rondeau	X
Administrative Services	Administrative Services At-Large	Angela Zurcher	X
	Campus Safety & Security	Darren Bailey	
	Facilities Services	Don Lee	X
Advancement	Advancement	Tyler Pederson	Jennifer Walls
Center for Urban Waters	Center for Urban Waters	Dustin Annis	
Enrollment Services	Enrollment Services	Sara Alstrom	
Equity and Diversity	Equity and Diversity	Sara Contreras	Linda Custodio
Information Technology	Information Technology	Darcy Janzen	
Instructional Technologies	KeyBank Pro-Development	Brian Tetreault	
Student Affairs	Student Affairs	Zachary Druce	
Union: SEIU	Union: SEIU	VACANT	
Appointed Positions			
Organization	Position	Name	
UWT Environmental Health & Safety	Director of UWT EH&S	Dave Leonard	
Human Resources	Director of Human Resources	Trish Fiacchi	
Real Estate Office	Senior Asset Manager	Deidra Miller	X
Facilities Services	Director of Planning & Sustainability	Stanley Joshua	X
Campus Safety & Security	Director of Campus Safety & Security	Susan Wagshul-Golden	X
SUBJECT: Laboratory Safety	Instructional Supervisor-Environmental Science/IAS	Aron Rigg	X

Meeting called to order: 1:05 PM

August Agenda: Agenda approved by committee members present.

June Minutes: Quorum met. Approved.

July Minutes: Quorum met. Approved.

University-wide Health and Safety Committee Report

Stephen Rondeau reported:

- Josh Kavanaugh, Director of Transportation Services is new member.
- Stuart Coordts and Emma Alder presented Midyear 2014 Report Statistics
 - historically, more incidents in first half of year than second
 - sprains/strains/twists are highest reported injury, 25% of all
 - cause of injury, in order (top 3): overexertion/ergonomics, needles/sharps, slips/trips/falls
- Changes to OARS coming in Sept/Oct
 - “Type of Incident” has more body parts
 - “Injury Description” is better named and has new/better descriptions
 - “Cause of Injury” is better named and has new/better descriptions
 - Coordts and Alder want feedback by end of August
- Reporting OSHA 300 “recordables” was made easier for supervisors
- Other Safety Committees
 - Most talked about bike safety and service animal policies (some animals appear aggressive)
 - Student Life: initiative to promote a “Student Safety Culture” in students
 - Health Sciences: evacuations and a bottleneck for people using the T-wing bridge to evacuate
 - Bothell: traffic issues and air flow in new buildings
 - Medical Centers: discussed risk management relating to workers compensation data; also addressed Asbestos Awareness Training change
 - UAW 4121 (grads and research associates union): will add OARS training to new member orientation
 - SEUI Local 925: at bargaining table; sticking point is ergonomic requests made by employees being ignored by some supervisors; want to put time limit to respond
- L&I Report
 - Drama Scene Shop: multiple violations; should have written shop rules for certain procedures (lock out/tag out, or LOTO), and all should be educated on them
 - Stephen noted that any shop needs this, but perhaps only Facilities is affected here at UW Tacoma.
- Other
 - Transportation Services is looking into or will investigate problems with hitting HEC ED bridge and speeding near the baseball fields
 - Active Shooter Training for U-wide members coming in November

Accident / Incident Reports

UW Tacoma Health and Safety Committee Minutes, August 14, 2014

Case #	Summary (Summarized)	Supervisor Response (Summarized)	Committee Action
2014-07-069	UW Seattle employee cut finger on sheet metal on back of Cisco router box at UW Tacoma; first aid performed when employee returned to UW Seattle	Supervisor recommended care should be taken while handling, and to use gloves.	Stephen noted that this report was unusual because it happened at UW Tacoma, but the employee affected was UW Seattle. In this case, the incident is and was handled by UW Seattle. No other action was recommended by our committee.

Student incidents reported to Campus Safety

Susan Wagshul-Golden said there were no student incidents.

Union Report

No union members were present. No report.

EH&S Report

Dave Leonard was on vacation. No report.

Emergency Training

Susan Wagshul-Golden said that there was training done on emergency handling, and that that training and triage was effective in the August 11th fatal crash on the “grand staircase”. Others could have been involved, but were pulled out of the way. Students were asking why CPR was not performed on victim, and they were told that the victim was still breathing, so CPR is not done. The victim had significant injuries and died later. Students, faculty and staff were reminded of Carelink and other means of coping with this tragedy.

Round Table / Old Business

- **Supervisor feedback on 2014-04-092:** Dave has reached out to the supervisor, but has not received any feedback. The person on the incident report has recovered.
 - Dave was on vacation; no update.
- **Emergency Training Part of Employee Orientation:** Supervisors have to request Emergency Training and Dave sends out an 8 page document. He rarely receives requests. Dave will send out the 8 page document for committee feedback.
 - Dave was on vacation; no update.
- **Emergency exits in Tioga and Snoqualmie that lead into Prairie Line Trail Project:** Susan and Dave will meet with Pat Brown about removing obstructions near the exits. Susan and Dave will make adjustments to the signs and will notify building wardens of adjustments.
 - Susan said that all work was completed.

- **Warden Training:** Susan has scheduled Warden Training for the Library Staff. Currently, we do not have a date for warden training but look to schedule sometime in September. Dave and Susan will notify the campus in August.
 - Susan stated that Warden Training is coming; Library's is August 25th

Round Table / New Business

Items discussed:

- **Stephen:**
 - He noted that there is no specific agenda item for old or new business; it is included as part of the round table discussion.
 - Annual Asbestos Awareness Training: now only required for new hires and for people dealing with potential situations where asbestos may be used or present.
 - August 11th fatal accident:
 - He investigated other accidents involving "grand staircase"
 - 2004 accident prompted the Safety Committee, led by Lia Wetzstein, to send a letter to upper administration. Stephen asked if this committee should do the same; no one responded favorably to that suggestion.
 - There were at least two other accidents
 - one was a Pierce Transit bus which slid into the concrete barriers due to icy roads, which Deidra said was addressed by a route change
 - another was recalled by Carson Wright – a car ended up in front of Metro Coffee, after traveling down the sidewalk
 - Deidra said that the planters were placed at the top of the staircase in response to the 2004 accident. She said that there is a lot of support from Harlan Patterson to address this current safety issue correctly.
 - Stephen expressed concern that there is no data backing the effectiveness of the 2004 planter "solution" and that there may be none presented for this forthcoming "solution".
 - Susan mentioned that the August 11th accident involved a motorhome traveling at 70 mph. She stated that there will always be situations which can't be prevented, such as empty cars rolling downhill, DUIs, etc.
 - Don suggested creating an open forum for getting input from the community on possible solutions.
- **Susan:**
 - Campus-wide training: will work with Institute of Technology faculty at their September retreat concerning the RU Ready campaign and other safety concerns
 - Fire drills: one is scheduled for August 29th; schedules will be announced
 - Earthquake: an education booth will be manned on Oct 8th; a drill is scheduled for Oct 12th. Deidra suggested to start the announcement with "This is a drill."
 - Stanley is looking at getting a new announcement system.
 - Warden Training is coming – Library's is August 25th.
 - New employees should get to know **all** building exits, because they don't know which building they will be in for meetings and other work.
 - Angela noted that wardens need to know of new spaces; Susan said she could get a list from Ross Johnson.

- Safety themes are forthcoming, such as emergency preparedness. These themes could be used for safety awareness in each committee members' area (e.g., at a faculty or departmental meeting), as part of an effort to be more proactive about safety.
 - RU Ready pamphlets printed for faculty and new students. Printing costs are the main reason why more pamphlets are not available. Stephen mentioned that in the past, the Safety Committee had a budget, and will check into that.
 - Maps in classrooms: working with Stanley to provide some means of informing people where to evacuate to from inside a particular classroom; this could be something to grab and take with you as you exit the room.
 - Safe Campus Training: coming back on campus
 - Active Shooter Drill: coordinating with Pierce County
- **Nathan:** asked about what was going to be done about the top of the staircase to prevent accidents from affecting people on the staircase. Susan responded.
 - **Erica:** asked about the status of the 17th Street Pedestrian Safety project. Deidra stated that it was delayed, but expected to start in October.
 - **Linda Custodio:** reported that she will eventually be taking over representation for Equity and Diversity, replacing Sara Contreras.
 - **Jennifer Walls:** reported that she was here in place of Tyler Pederson (Advancement).
 - **Carolyn:** mentioned that the UW Alert for the August 11th accident did not mention Tacoma, so many people thought it happened in Seattle. Susan said that they realized it, but limited SMS (TXT) message space and some confusion led to the initial message lacking a UW Tacoma reference, but that is being addressed. Susan also mentioned that there was no official name for the "grand staircase", so it was difficult to come up with a brief description. Stanley said that signage is being considered. Stephen suggested that there are URL shorteners that can be used in SMS messages, to link people to a web page for more information. Someone suggested asking Advancement to ask donors for money for signage.

Meeting adjourned: 2:05 PM

Next Meeting:
 Sep 11, 2014
 UWT Tacoma Room (GWP 320)

Submitted by: Stephen Rondeau