

Health and Safety Committee Minutes
July 10, 2014
GWP 320
In attendance:

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

Meeting called to order: 1:00 PM

July Agenda: Agenda approved by committee members present.

June Minutes: Quorum not met. Will be voted on during August's meeting.

University-wide Health and Safety Committee Report

Zachary Druce reported:

- UW Tacoma didn't have representation at the meeting. Updates were sent to Zach by Emma Adler and were reported at the meeting.
- Celeste Gilman and Ted Sweeney from Transportation Services presented at the meeting.
- They are looking at various transportation issues on campus and making changes to promote safety.
- They would like us to look at our campus and try to find solutions regarding transportation on our campus.

Accident / Incident Reports

Case #	Summary (Summarized)	Supervisor Response (Summarized)	Committee Action
2014-06-022	Employee reported he was cutting cardstock when he was responding to someone and cut his finger on the cutting board -transcribed from handwritten report received at EH&S ROS on 6/5/2014. Stuart Cordts, 6/5/2014	Supervisor recommended the follow up to speak to the employee about the importance of paying attention to tasks being done and pausing if distracted by patrons.	Sara spoke about her discussion with the student. They have resolved the issue. After committee discussion, satisfied with response. No further action.

Student incidents reported to Campus Safety

Susan Wagshul-Golden reported:

- They found a student passed out in her car. She was transported to the hospital and the situation has been resolved.

Union Report

No union members were present. No report.

EH&S Report

Dave Leonard reported:

- Wanted to thank Angela Zurcher for drafting a notice for the campus. It was addressing the current construction activities that are taking place.
- The design of the pedestrian safety improvement project at 17th and Jefferson is nearly completed. The City of Tacoma are making some adjustments to make sure construction costs remain within the allotted project budget of 1.25 million dollars. Once the design is complete, it will go out to bid and a contractor will be selected. The actual construction will likely begin in September and the City is

stating it will probably be done by November. Dave mentioned that both pedestrian and vehicle access will be maintained through the course of the project. In fact, he reported, that 7 to 10% of the project budget is to pay for flaggers and controls so that access is maintained.

- The Department of Labor and Industries is stressing heat safety during summer months.
 - Committee discussed various risk factors and prevention methods, including: signs of heat exhaustion and heat stroke, avoidance of diuretics, increased water consumption, smaller meal portions, antibiotic use, and strange behavior.

Round Table / Old Business

- **Tables in WCG by DRC:** Dave has evaluated and put in a work order for repair. The tables will be scheduled for replacement next summer.
- **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.
- **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.
- **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.
- **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.
- **Updates on Safe Campus Tacoma Site:** Susan has contacted Dave Gertz regarding changes to the site. **Limiting barriers to OARS report:** Susan worked with Brian Anderson to put a link on the Campus Safety site to the OARS report.
- **Used needles left in bathrooms around campus:** Susan reported that Stanley Joshua has ordered sharps containers and they will be installed upon arrival.

Round Table / New Business

Items discussed:

- **Nathan:** asked about policies for 1st aid kits in the offices. Dave said it is the responsibility of the office to maintain the kits. Donna provided information because their office just restocked and will bring information to the next meeting.
- **Silvia:** Ordered an office disaster kit that will take care of 10 people for three days. She will bring it to a future meeting.
- **Suzanne:** having issues with Dolly Roberson Lane congestion by delivery trucks and MSL parents. Susan reported that James Sinding will be working on a traffic study in the fall to improve traffic flow of the lane. Also, additional campus safety officers will be assigned to the areas in the morning and late afternoon.
- **Tyler:** wanted additional information about emergency drills. Susan reported that we will have an earthquake drill on October 16th and will be announcing mandatory emergency drills at the start of the Autumn Quarter.

- **Susan:** announced the launch of the “RU Ready” campaign that will start in September. Students will receive a wallet-sized pamphlet with all important emergency information for their time on campus. Also, Susan and Stanley will be doing a lock assessment to make changes for emergencies.

Meeting adjourned: 1:52 PM

Next Meeting:
Aug 14, 2014
UWT Tacoma Room (GWP 320)