

UW Bothell
Health and Safety Committee
Meeting Minutes
March 10, 2009

Attending:

Christy Cherrier, Kai Martin, Barney Harvey, Deborah Conley-Staerk, Mike Steer, Sharene Peltier, Ken Jones, John Miller, Clay Horton, Armin Liedtke, Janet McDaniel, Amy Van Dyke (ex-officio)

Absent:

Nicole Sanderson, Dave Leonard (ex-officio), Tim Rhoades

Call to Order:

The meeting was called to order at 10:04 am.

Minutes:

John Miller should have been listed as absent in the February 2009 minutes. A motion was made, seconded, and passed to accept the minutes with this correction.

Area Reports:

Admin- Amy

There are lots of moving activities going on around UWB right now. They are working on the chancellor's office this week and will put together a schedule for the rest of the moves in the near future. The goal of all the moving is to create more space and to locate personnel and departments with related functions near one another.

Security & Campus Safety and U-Wide- Ken

Deborah asked if the EOC on the Seattle campus is moving to the UW Tower. At the U-Wide meeting, they announced a disaster drill coming up on April 30 from 1:00 to 4:00pm at the EOC. The content of the drill is secret. The medical center will be doing another disaster drill later on and will be looking for volunteers.

Facilities- Barney

Facilities is currently doing CPR re-certification for all of its employees. Some employees are also doing arc flash training for working around live electrical systems. Facilities is working in labeling potential arc flash hazards around campus. There was asbestos awareness training on campus last week that was open to all campus personnel. It was open to all campus personnel in order to assist in meeting the asbestos training requirement set by Labor & Industry.

H&S Bulletin Board- Kai

Kai has posted the most recent meeting minutes on the bulletin board.

Open/Old Business:

Review of EH&S reports- Ken reviewed two incident reports for the group. No additional recommendations or changes were noted.

Updating of campus emergency posters with new radio station info- The Seattle campus is responsible for doing this. There is no new information.

Campus traffic signage- No new information. Set as an action item for Mike to follow-up on.

Access to 911 information- Amy is setting up a meeting between Ken, UW Technologies and herself to discuss this topic.

OARS info and training- Sharene has updated the training power point presentation used by UWB Human Resources and is working with Dave Leonard on the rest of the updates. There is no time line in place for when this update will be completed.

Emergency phone buttons- Raoul is still checking and having the emergency phone information changed on UWB phones. Sharene is going to start working with Amy to manage phones on the UWB campus. Amy and Sharene will be creating a checklist for ordering new phones so that there is a standardize format. Clay asked if all phone processing request on campus should be centralized. Amy pointed out that the library is the only department that orders phones independently at this time. Amy will work with the library to standardize their ordering process as well.

Evac. chairs for the library- Clay has requested quotes for new chairs so that he can start working on a proposal.

New Business:

UW1-161 South entry door- There are concerns about the door being propped open. It was noted that all such as this need to be kept closed per the Bothell Fire Code. Amy has requested a quote for a door closing mechanism that will release the door if a fire alarm goes off.

Lighting concerns in UW1-160- Concerns were brought to John Miller's attention regarding the lighting in the new modular workstations in UW1-160. He mentioned how with the cubes in place light is block from the windows. Amy is waiting for an estimate for new full spectrum lights for this area. This committee recommends to UWB Vice Chancellor Marilyn Cox that each time a space is changed a lighting survey should be completed as part of the remodel process. It is the committee's recommendation that this occur both before and after the change to ensure adequate light at all workstations. Amy mentioned it may not always be possible to do an assessment before the moves. John pointed out that he has training in the area of light metering and could be part of the process.

Emergency evacuation of UW1-160- The routes of egress from UW1-160 are a bit narrow in some areas of the new remodel. There was a miscalculation in the cube size due to an approximate one foot insert between cubes. Amy said that the modular personnel will be returning to make the corrections when she gets back to them near the end of the month. Panels will be changed out in order to provide three foot wide openings.

Modular workstations in LB2-218 & 208- These rooms both have modular workstations from the UW Tower. Employees have said that the workstations have a strong odor. Because the age of the furniture, they could possibly contain formaldehyde and asbestos. This is something that should be checked out for everything the campus gets from Surplus. There are also some power strips from Surplus that are not up to code and should not be used. Amy confirmed that the furniture is from the UW Tower and that it is 30 years old. It does not contain asbestos, but we do not yet know if it contains formaldehyde. Amy will contact the supervisors about the odor from the furniture and will also follow up on the power strips. John also noted that some of the work stations need to be reinforced for earthquake safety.

Kai said that there is an on-going problem with people exiting the South parking garage the wrong way. The signage should be improved, possibly by adding Wrong Way/Do Not Enter signs. Security will look into this.

Armin said that the campus was very dark on Monday morning because of the time change. Amy pointed out that the problem only lasted 10 minutes, then, the lights came back on. John said that the lighting is adjusted throughout the year and that if there are problems, people should call Physical Plant. Barney will address this problem internally.

Adjournment:

The meeting was adjourned at 10:56 am.