

UW Bothell
Health and Safety Committee
Meeting Minutes
May 13, 2008

Attending:

Deborah Conley-Staerk, Raoul Evans-Ramos, George Michael, Kai Martin, Christy Cherrier, John Egdorf, Janet McDaniel, Ken Jones, Judy Gustafson, Dave Leonard (ex-officio), Nicole Sanderson, Armin Liedtke, Amy Van Dyke (ex-officio), Barney Harvey, Clay Horton

Absent:

John Miller

Call to Order:

The meeting was called to order at 10:03am.

Minutes:

The minutes were reviewed by all present. A motion was made and seconded to accept the minutes. The minutes were approved.

It was noted that John Miller is officially a union representative on the committee, but he cannot attend meetings.

Area Reports:

Administrative Services- Amy Van Dyke

Marilyn Cox will want to meet the committee soon, possibly at next month's meeting.

Security and Campus Safety- Ken Jones

Security and Campus Safety has scheduled training for CCC and UWB building and floor supervisors. During the training, they will plan a building evacuation drill to be done during the break.

Ken and Raoul are working on a list of floor supervisors and are filling in holes in the list.

Facilities Services- Barney Harvey

The new traffic lights at the intersection of 110th Ave. and Campus Way are up and running.

Facilities Services has created a new standardized departmental work order number for medical responses. This will allow them to track medical responses better.

An empty helium cylinder was found at a recycling station in UW2 near the Common Ground Coffee area. These cylinders have special disposal requirements. Facilities Services is trying to track down the person who left this cylinder to be disposed of, then, they will contact various organizations on campus who use helium for balloons and give them information on proper disposal.

Facilities Services staff recently completed incident management training with Bothell Fire Department.

Facilities Services has their bi-monthly, internal safety meeting coming up.

Ken Jones thanked Facilities Services for making the traffic light installation go so smoothly.

Open/Old Business:

The updated floor supervisor list was discussed in the area reports. Judy suggested handing out copies of the list at new employee orientations.

Review of monthly reports from Seattle- Only one incident was reported this month. Ken Jones explained this incident. An employee backed a vehicle into the library drop box. There were no injuries, but the drop box is damaged. The vehicle was not damaged. The drop box will be moved and it will be made more visible. Raoul asked if there is any official policy on backing up vehicles and if there is any required training for driving university vehicles. There is no required training beyond a Washington driver's license, though Facilities Services does give driver training to its staff. There is no official policy on backing vehicles.

Review of monthly reports from UWB- Amy did not have any reports that have not already been reviewed. Seattle is now issuing reports on a monthly (instead of quarterly basis), so Amy's reports would be redundant. She will bring reports on an as needed basis.

John asked why some incidents on campus are not included in the reports that the committee reviews. We only see reports from the OARS system. OARS is for UW employee incident reports only. Students fill out a different incident report. Raoul noted that there may be incidents on campus that do not specifically involve employees but that could still be a safety issue. Most of these issues should come up in the monthly area reports.

Armin described an incident where a new radio was plugged into an outlet in the library. The next time the radio was plugged in, it overheated. Armin told the person involved to fill out an incident report. The person then took the radio to Physical Plant to properly

dispose of the battery and someone in Facilities Services told the person not to fill out an incident report since no one was hurt. Amy explained that you should always fill out an incident report, regardless of whether or not anyone was hurt.

Sandra Leer has reviewed the EEOP and EMP. Marilyn Cox has distributed copies to Ken Jones and Tony Guerrero and asked for any suggested changes by this Friday. A final draft should be sent out fairly soon after that. Deborah asked if the Health and Safety Committee will have the opportunity to review these documents. Ken will ask Marilyn if that's possible. Amy will bring the first draft of the health and safety plan to the next meeting for the committee to review.

New Business:

Barney asked where the AED's are located on campus. Why are they located where they are? What are the hours of access? Two AED's are kept in Security and Campus Safety vehicles, one is the first floor computer lab of UW1, and one is kept in the Open Learning Center on the first floor of CC1. The AED's cannot be kept out in the open in a hallway, they have to be stored in a room. There are not any rooms that are always open when the campus is open, so the rooms with the most open hours were chosen for AED storage. The library has more open hours than any other place on campus and so might be another good place to store an AED. All of the custodial staff is trained in how to use an AED and they have access to AED's after regular building hours. The company where UWB's AED's came from has just issued a recall which may make parts for our current units difficult to find. UW has standards for the types of AED's to be used on campus. Jim Pilon should be notified about these standards.

Judy said that there are no emergency evacuation signs indicating the EAP for a building evacuation. The emergency procedures chart should be changed or emergency evacuation signs should be created. Amy and Ken will work together to fix this problem.

Kai and Nicole will start the Health and Safety bulletin board soon. It should be done before the next meeting.

Christy and John reported that new compressed gas cylinder storage racks have been ordered and will soon be installed in the CC1 science labs. There is still concern about compressed gas storage in UW2-241. Some engineers from Physical Plant refuse to work in this room because of this issue. Amy will call EH&S to request an inspection of UW2-241 so that this issue can be addressed. There is also a problem with compressed gas delivery to the mailroom. The cylinders are often left in the mailroom for several days and there is no way to store them properly. Amy will address this concern and work with Facilities Services to find a solution.

John stated that there will be many different construction contractors on campus in the coming months. Requests for access should all be referred to Physical Plant dispatch.

Denise Rollin has been working with the Safe Campus group. UWB will schedule another workplace violence prevention training. Amy distributed a list of resource phone numbers from the Safe Campus website.

There was a motion to extend the meeting by 15 minutes. It was seconded and approved.

John described a recent case where a student notified the school that she was concerned about her ex-boyfriend. He asked why the staff was not notified about this case. Ken reported that Security and Campus Safety examined the complaint by the student and decided that the threat was not big enough to require notification of all UWB staff. He noted that each case is a judgment call. Amy explained that UWB is working to put together an assessment team to review all domestic and workplace violence concerns and to make recommendations on how to handle them. This will mirror the system in place at the Seattle campus.

John reported that the new sprinkler heads will arrive in June and they will be installed over the break. The fire audio system will be upgraded by July. The system has been tested and a report on the test is being prepared. It will be reviewed by Simplex for the upgrade.

EH&S Safety Manager Report:

UW Tacoma had a successful safety fair last month. It would be a good idea to have one here.

Dave has asked the UW Seattle campus Sanitarian to make a presentation at our June meeting.

Regarding the question earlier in the meeting of when an Incident/Accident & Quality Improvement form should be filled out, he said, it is never improper to fill out an accident report.

Deborah read from the draft minutes of the April 2008 U-Wide Health and Safety Committee Meeting that L&I is requiring every employee to take workplace violence training. Dave responded by saying that it is not yet clear whether or not the University will make this training mandatory. It was also stated at the April U-Wide meeting that Harborview Medical Center is still facing a number of L&I issues, with one of the problems being the stair well in the Hospital Public Safety Departmental building, which is a Historic Firehouse Building, and another being the concerns that many of the Harborview employees did not know that there is a health and safety committee. Group 4 Health and Safety Committee is distributing postcards and magnets to make their committee more visible to the community they serve.

Adjournment:

The meeting was adjourned at 11:15am.