

UW Bothell
Health and Safety Committee
Meeting Minutes
September 5, 2006

Attending:

Kelly Hudson, John Miller, Faith Castillo, Clay Horton, Armin Liedtke, Dave Leonard, Kai Martin

Absent:

Deborah Conley-Staerk, Pam DePriest, Shawn Hunstock

Agenda:

Call to Order

The meeting was called to order by Kelly; there was no agenda. The August minutes were distributed.

Minutes

The minutes were reviewed by all; a motion was made to approve the minutes.

Tasks

Reports

Faith announced UW1-192 has been scheduled through the rest of 2006 for our Health & Safety Committee meetings.

Old Business

Kelly brought up the South Parking Garage Crosswalk memo; it is on the agenda of the Management Team as an item needing to be accomplished – and on their capital budget. Discussion. Continued discussion. Dave noted the memo could be a tool for Shawn to the Chancellor to effect change. Discussion. Kelly has been trying to establish an emergency safety budget. Dave made a suggestion on how to get action – apply for capital safety funding. Dave also noted he had heard that a local school district was going to be installing flashing lights at all crosswalks. Armin asked if such could be put on the Metro redesign – Kelly reported the redesign has been put off for another year.

Discussion of building signage – John noted Tony reported it is in discussion. Kelly noted there are problems with the logo; Tony is trying to do a workaround during discussions – there are two different issues here (logo and building location).

“Non-working” alarms – Actually intercom in alarm. John reported some “dead zones” where no one can hear the intercom; discussion. Bottom line – is the Chancellor’s Office (as one problem location) out of compliance with the law? Likely yes; however was signed off as approved. It is not known if the Chancellor knows of these problems so maybe add to the memo – involve the Chancellor as a last resort for action? John suggested Kelly resubmit the work order and he will track.

New Business

Kelly asked Dave if each area should have its own first aid kit/safety plan. Dave noted UW Bothell differs from UW Seattle in many aspects; UW Bothell has some centralized locations of first aid kits – a better system. Facilities Department is responsible for first aid kits.

It was noted different heights for wall-mounted CPR kits in classrooms - Public Safety officers have checked all; Rosa Lundborg will be contacted to discuss.

Kelly received for the first time an accident/incident report from Environmental Health & Safety and asked if she should receive a report with more information/details – Dave will report more at our next meeting. Armin noted that he and Clay have received fully detailed reports in the past. Dave noted what the charge of a Health & Safety Committee is. Dave talked about the Online Accident Report System – OARS. All UWB reports should go to Amy Van Dyke in Administrative Services, then on to Environmental Health & Safety so Kelly receiving the report she did is not uncommon. Kelly will discuss with Amy being added to the distribution list. Kelly will also discuss adding accident/incident reporting in the new employee orientation.

Kelly asked if our committee minutes are public record should they be posted to the web? Dave noted it is ok to just keep the minutes but it is all the better to make them public – web, bulletin boards, etc. Kelly suggested sending an Nball after the minutes have been approved; discussion of this and other suggestions such as the Admin Services newsletter.

Raised was the issue of which mail box to use for sending in accident/incident forms; discussion.

Discussion of the make-up of the UW Bothell Health & Safety Committee, that all members were elected, not appointed and that there are no managers on the committee.

The next UWIDE Health & Safety Committee meeting will be on our campus Wednesday September 13; all committee members are welcome to attend.

Armin brought up a file alarms/dispatch communications issue in the Library/Media Center; Kelly noted training may still be needed and she will discuss with Tony.

Action Items

The meeting was adjourned at 3:30 p.m.