Attending: Dave Leonard, Ken Jones, Annie Breelsford, Barney Harvey, Mike Steer, Stephanie Greany, Tim Rhoades, Elisabeth Goldstein, John Miller, Kai Martin, Clay Horton, Marilyn Cox, Chris Mangialardi, Nicole Sanderson

Excused: All Committee members were in attendance.

Call to Order: Ken Jones called the meeting to order at 10:05 a.m.

Introductions:
Marilyn Cox asked everyone to introduce themselves and the department they belong to. She emphasized the importance of the Safety Committee and the fact that the opportunity to review workplace safety issues and initiatives are good things, and in particular, with input from the employees of this campus Marilyn reminded everyone that a chair would be elected at today’s meeting and that it is also critical to elect someone to be a note taker. Dave stated that as part of Nicole’s role as Safety Coordinator, that she would be taking the notes, and that they will be posted on the Health & Safety Bulletin Board as well as the safety committee’s website.

Marilyn stated that the Health & Safety Plan needs to be updated, and asked Nicole to work on this as the Safety Coordinator. She asked the Committee to look at several themes this year, including implications of growth and issues with having more students and faculty on campus. She also noted that the campus may be adding voice notification to the blue phones for communication outside of the buildings that would be in addition to the announcement system that is currently used inside the buildings. She requested that the Safety Committee deliver to her a draft of safety recommendations in the Fall so she can meet with the Committee again before the end of the year. Dave and Ken both thanked Marilyn for her assistance and support of the Committee.

Approval of Minutes:
Clay moved to approve the December meeting minutes and it was seconded. All approved.

Election of Chair:
Dave reviewed the responsibilities of the chair, which include attending the U-Wide Safety Meeting once a month. Barney asked if Ken has been attending the meetings as Director of Security & Campus Safety or if he attends as Safety Committee Chair. He attends as UWB’s Safety Committee Chair.
John Miller, Clay Horton and Ken Jones were nominated as candidates for Chair. An election was held, first narrowing the candidates to John and Ken. The final election votes were tallied and a tie resulted.

It was suggested that both be co-chairs. Ken said that the Committee had done co-chairs before, and John stated that he felt it would provide continuity if one person is gone. Dave concurred that it would be great to have one chair that was management appointed and one chair that was employee elected, and it was moved and approved by the committee to continue the meeting with Ken and John as co-chairs.

**Approval of Meeting Length & Time:**
The Committee approved one hour meetings. Ken suggested that we keep the meetings on Tuesdays at 10:00 a.m. Ken made a motion to approve the meeting length and time. John seconded the approval. All approved.

**Area Reports:**

**Elisabeth – Physical Planning & Space Management**
Since Elizabeth is new to the committee, she asked the Chairs for their expectations on what her reports should cover. Ken said Amy used to report on items assigned to her by the Committee and issues with space planning, access to rooms and space, and remodels.

**Ken - Security & Campus Safety**
Most of the issues Security has had lately have been around weather and icy conditions. Ken said he’d discuss further when the Committee reviewed the accident and incident reports.

**Barney – Facility Services**
Barney reported that most of the issues Facility Services has had lately have been icy conditions. He reported that they’ve bought new equipment for inclement weather that will allow them to plow 1.5 times faster than before and apply deicer at a quicker rate.

**Kai - Health & Safety Bulletin Board**
Kai reported that the bulletin board is up to date.

**Incident/Accident Reports**
Three reports about people experiencing icy conditions on 12/28/09 were discussed. All three incidents happened before 7:00 a.m. and all three reports suggested that Facility Services could respond faster to icy conditions. Barney stated that in regards to the December event, it wasn’t forecasted and even WSDOT wasn’t prepared. Barney notified the committee that when poor weather conditions are predicted that they bring staff in early and prepare the night before.
Mike noted that the painted surfaces at the North and South Garage crosswalks are slippery when it’s cold or wet out.

Ken stated that it may be possible to notify people that they need to exercise caution when it’s cold or wintery out via the Administration & Planning newsletter.

Clay brought up that there are problems with the OARS form. On the reports that were submitted on the icy conditions, the department field was incorrect and there were problems with the way the supervisor’s fields are processed. Dave agreed that it’s not a perfect form, and this input is valuable to make continued improvements on it. He said he would share this information to those responsible at EH&S.

The last report that was reviewed was from an employee that was rear-ended in a UCAR.

Barney asked if anyone knew if Fleet Services would be pulling any of the UCARS due to the re-calls made by Toyota. Dave said he spoke with Fleet Services last week and that they had to pull three of their six Camry’s. Dave wasn’t sure about the specifics on the new re-call on the Prius’s but said that the Fleet Services website usually has updates on recalls.

Call for Meeting Extension:
Ken called for a meeting extension to 11:15 a.m. It was seconded and approved.

Old Business:
Barney checked on the issue of storing equipment behind the library. Clay was concerned that there wasn’t adequate clearance. Barney said that 20’ is required, and that there is enough clearance for storage behind the library.

New Business:
John provided a list of problems that were discovered by Maintenance when they checked the code blue and code yellow phones. There was discussion of who handles the testing of the phones and of the fact that there is a need to develop a plan for future testing. Mike noted that the new phones installed for CC3 were not working the last he checked and they hadn’t been numbered. Nicole stated that UW Technology had been out last week to fix those phones.

Kai reported that a dent in the stairs on the south side of UW1 that she reported to Facility Services in December as a possible safety issue still hadn’t been repaired. Ken was under the impression that they would be fixed or repaired. Nicole agreed to check on the work order status.

Ken reported that traffic flow in the South Garage has been a problem, with people driving the wrong direction. Security has been doing some enforcement in the garages.
Clay brought up the point that potential incidents also need to be reported. On the old paper reporting form, the form title included “Quality Improvement” but since the online form was completed, that’s been dropped off.

**EH&S Safety Manager Report – Dave Leonard:**
The OSHA 300 Form has been posted to the bulletin board, and summarizes all accidents that happened on campus in 2009. UW Bothell lost 58 work days to accidents in 2009.

The UWide Safety meeting is tomorrow. Dave is holding Office Ergonomics training today. In the future, he’d like to have training on the OARS system, Lead Awareness, Hazardous Materials, New Employee Safety Training, H1N1, and the Safety Plan.

There will be more cuts at EH&S. They’ve already lost 7 positions, and are preparing to possibly lose between 3 to 5 more positions.

Dave will be hosting a table at the UW Bothell Wellness Fair on March 3rd.

**Next Meeting:**
Tuesday, March 9th at 10:00 a.m.

**Meeting Adjournment:**
Ken adjourned the meeting at 11:24 a.m.