

FS Safety Team Meeting Minutes

FS Training Center

Tuesday, January 31, 2017

10:15 a.m. - 11:45 a.m.

Minutes: Chris Pennington

***Attendees:** Tracey Mosier, Chris Pennington, Barbara Brown, Kandis Byrd, Lloyd Claassen, Mark Dickey, Geoff Hallet, Weini Ghebray, Ming Jue, Jon Simmons, Sterling Luke, Joseph O'Conner, Kristine Paul, Tom Pittsford, John Salvesen, David Speed, Shannon St. Clair, Joles Tahara, Anne Donegan, Steve Charvat (EM), Chief John Vinson (UWPD).*

***Absentees:** Mike Hendricksen, Sampaguita Casila, Mike Hilton, Maricel Meade, Neil McLeod, Michael Nguyen, Jack Nolan, Mark Pekarek, Rebeca Tesfamariam, EH&S, TS Admin*

Review of December Minutes – Approved as written. Tracey provided an update on last month's report of the window frame falling out. The Supervisor of the glaziers shop indicated non-industrial windows were installed in the building. The glaziers are working with HFS to inspect each window, and governors will be put on so the windows can't be caught by the wind.

EH&S Report – no attendee, no report

Finance and Facilities Safety Committee: Tracey reported that the UWide Health & Safety Committee is working on developing a charter. There was discussion about transients in buildings and protocols regarding their presence. Group reports included clarification about appointed members and Tracey clarified the difference between Safety Team (appointing all members ok, no regulatory requirement) vs Safety Committees (employee representatives must be voted on, regulatory requirement regarding how membership is formed). Most groups in HSC are working on their fire drills and evacuation routes. Mark Dickey reported about the BSD ergonomics project. Important to have the Regulated Materials people survey onsite before performing work and post the survey results at the job site while working.

December Monthly Safety Topics

Safety Hazard Review & Checklist: This is a regulatory requirement to identify hazards prior to assigning employees to work. A good faith effort should be made to identify the potential hazards and how to mitigate or protect employees from them. When a person assigns work, it is important to confirm a Hazard Review Checklist (HRC) has been created. Tracey pulled up an HRC form and provided information on each section to demonstrate proper reporting. FMC has developed some standardized HRCs for frequently performed tasks. If the standardized HRC used doesn't adequately address the task, it is important to reevaluate.

Vehicle Accident Reporting: In the glove box of each vehicle there is a form for the accident management company, CEI, which needs to be filled out if you get in an accident. Joles mentioned you can call CEI instead of completing the form. It is helpful if you fill out an OARS report as well. Jay Sedivy reviews and plans programs to mitigate future vehicle safety issues. Discussion on whether to call Police Department if in an accident. Chief Vinson confirmed that if it seems to be more than \$1000 in damage, the police should be called and a report taken. The CEI form, or a phone call to them, must be completed for any accident. After the meeting it was determined completing the CEI form is no longer necessary, only calling CEI is required. A copy of the form is in the glove box to prompt the caller as to what information is needed.

Reporting Safety Hazards: Report to supervisor, lead, EH&S, FS Safety, etc. Submitting an OARS report *only* is not the appropriate action if the situation is immediately dangerous to life and health. Tracey shared an example about looking at the big picture, not just the task you are concerned with. Use your Stop Work card to address immediate situations and those that are easily corrected.

Review of December Accident Reports

2016-12-019: Chris suggested it would be best to wait until full light outside.

2016-12-020: Tracey stated (& Chris agreed) this is a very well reported OARS with thoughtful corrective actions.

2016-12-038: Affected party had a good suggestion. Question about if that suggestion was actually implemented? Is there a work order in AiM, etc.?

New Business: Area D custodian had an encounter with an unclothed homeless person. She knows to call her supervisor but she was very frightened for her safety at that moment. Can she call UWPD? Yes! stated Chief Vinson. He explained during business hours, it is ok for anyone to be in public buildings as long as they are not being disruptive and/or breaking the law. Chief Vinson said you can always call UWPD if you are concerned. If homeless persons are in a building after hours, definitely call UWPD. Mark Dickey reported BSD supervisors direct their employees to call UWPD *first* then call their supervisor. Both will come. Ming mentioned the Customer Care Team (conciierge) could be contacted (685-1900) from 7 a.m. to 5 p.m. Monday through Friday to find the correct department to help and assist with UWPD demonstration preparation planning.

Tracey said she will present the FS accident data at the next BSC meeting. Our new EVP (Jeff Scott) is very interested in our incident rate and accidents, so Safety Team members would do well to take this information back to your units. Please review it, and develop practices to avoid future similar incidents.

There was a concern about the scaffold at Annex I being put up, taken down, and then put up again with no work being done. This is an operational issue. Tracey will contact Jon Parkin.

Steve Charvat attended a kick off meeting with the UWPD Chief where the issue about cameras on campus in public spaces is the hot topic. We do not currently have a campus wide policy at the UW (i.e. Camera locations, working with students, unions, researchers, etc.). All these issues are all part of the discussion. Balancing security, privacy, etc. are the challenges.

Mark Dickey reported that downsizing from a 12 pack box to a 6 pack box of paper towels has helped decrease injuries. The boxes are not as heavy and less awkward to carry and maneuver by the custodians.

There was continued concern about the damage of the road in front of MoIE and Architecture buildings. It is in terrible condition. Tracey will follow up with Ron Fouty, and check with Howard Nakase for temporary fill.

UWPD Report – Chief Vinson reported that what is happening across the country is also happening here on campus. He reported on the incident that occurred during the demonstration on Jan 20. UWPD prepared as best as they could, even though a shooting occurred. An investigation is underway. The rally on January 30 was peaceful, and included conversations with the UW President. Chief Vinson asked if you see anything of concern, call them (206) 685-UWPD (8973) or 911 for emergencies. UWPD plans on

ramping up on programs and asking for community involvement/commitment. Steve C. stated that after events, FS is the clean-up crew. He is asking UWPD consider FS in the event planning. Chief Vinson asked whom to contact in planning, he is receptive to include them. He gave example of walk-through of gatehouses with Anne Eskridge. Joles asked about the property of the transients who leave or are removed. What should be done with it? Joles' people have concerns with throwing someone's property away, particularly since it may be their only belongings. Chief Vinson stated UWPD policy is to evaluate items and put valuables in evidence room (ID's, passports, guns, hazardous items). Sterling shared that the rest of it is thrown away (clothes, etc). Kandis stated the gardeners' policy is to throw everything away unless it appears to be unsafe or an item of concern.

John Salvesen asked about the firearm policy on campus. Chief Vinson responded that the WAC (Washington Administrative Code) prohibits guns on campus whether the person carrying it is an employee or not. UWPD would take the firearm away, escort the individual off campus, then return them their firearm if no bad deed committed, and they were in legal possession of it. Employees and visitors to campus can leave their firearms at the UWPD station and retrieve them at the end of the day, but may not carry them or store them in their vehicle, or on their person, on campus.

Joseph asked Chief Vinson what is being done about graffiti incidents. If no one sees them doing it, it's hard to follow up. But if they see the individual, they talk with them, and arrest them if their transgression is severe enough.

Skateboards are not allowed on the roads, but are allowed on sidewalks. There was some concern about liability if a UW employee hit a skateboarder. The law states that drivers are in charge of their vehicles so be prepared to stop if pedestrians or skateboarders 'jump' out in front of them. Each case is evaluated separately.

Contact Chief Vinson at 206-406-7995 with any suggestions or concerns.

Meeting adjourned at 11:45 a.m. Next meeting February 28, 2017.

December 2016 Accident Reports

[December 2016 Combined Report](#)

[December 2016 Summary Report](#)