FS Safety Team Meeting Minutes  
FS Training Center  
Tuesday, March 26, 2019  
10:15 a.m. - 11:45 a.m.  

Minutes: Chris Pennington


Absentees: Jim Bushnell, Brent Curtis, Reynard Cruz, Mark Dickey, Chris Forbes, David Jerauld, Mark Hash, Geoff Hallett, Hassan Guyo, Mike Hendricksen, Patrick Johnson, Sterling Luke, Curtis Nilson, Michael Nguyen, Joseph O’Conner, Shannon St. Clair, UWPD, UWEM

Introductions: Robert Martinez is the new representative for Shop 69 and Dan Eden is the new representative and Safety embed for Shop 86 – Fleet Services

Review of February Minutes: No edits. Tracey encouraged everyone to consistently review the minutes.

UWPD Report – no representative.

EH&S Report – Natalie reported that EH&S is working to get all training, including the Silica online training, loaded in Bridge. Some Facilities employees may be asked to review and provide some feedback. Emma Corell is leaving the University. Contact the following individuals for questions regarding the following programs:

OARS, Ergonomics, Health and Safety Committees, Accident Prevention Program – Angelina Haggard, ahaggard@uw.edu 206-616-3442
Training, Bridge – John Eriksen, jeriksen@uw.edu 206-685-9342
L&I compliance inspections, any other urgent matters – Denise Bender, db58@uw.edu 206-221-0368

UWEM – no representative

Finance and Facilities Safety Committee: Tracey mentioned that the Committee is in flux and once the reorganization of this group is completed and with upcoming elections, hopefully the Committee will be complete again. Elections will begin in September with call for nominations. Daniel stated Jeff Mellema is currently the official Chair.

April Monthly Safety Topics (only reference the topics relevant for your shop and go in depth)

- **Building Evacuation/Assembly Areas & What to Do in an Emergency:** All Facilities’ EEOP’s are on the Facilities website. One can find their EEOP here. Be familiar with your EEOP. Tracey asked the committee if they have had a fire drill and/or earthquake drill in the past 6 months, year, or longer. EH&S revised the former EEOP to a shorter document and re-titled it Fire Safety & Evacuation Plan (FSEP). UW Facilities' EEOPs are current and provide a more in depth action plan for employees. If using your cell phone on campus during an emergency, make sure to state you are on the University campus so they dispatch to proper emergency assistance. Fire Extinguishers are not standard issue in rental Fleet vehicles nor first aid kits. It is a good idea for Shop issued vehicles to have these two items. Facilities Emergency Management website has a lot of good information about personal safety & preparedness for an emergency.
• **Personal Protective Equipment:** How do we identify appropriate PPE for a task or job, etc.? Facilities uses Hazard Review Checklist (HRC) or Job Hazard Analysis (JHA) forms. This is your ‘PPE plan’. A suggestion was made to cover groupings of PPE in Shop meetings, not cover all PPE at one time.

• **Ladder Safety & Fall Protection:** Inspection, use, and use correct ladder for the job. Werner has an inspection sticker replacement plan in conjunction with our Stores. There are approved leaning ladders and platform ladders now. Rex is asking if the lean-to ladder his Shop is using in tight spaces in mechanical rooms is acceptable. Tracey said we will get it added to the approved list. What are the requirements for fall protections? 4 feet? 10 feet? The answer, ‘it depends’. Refer to the Facilities website for [Fall Protection](#) document ‘Fall Protection Requirements’, which includes which equipment, what type of protection, etc. Your completed plan must be with you on your job site. Facilities requires use of fall protection harnesses attached to an anchorage point when using scissor lifts.

**Review of February Accident Reports:**

**2019-02-022:** Rex was asking whom determines if the Fleet vehicles can drive in snow. Dan E. said chains are required and the supervisor makes the call.

**2019-02-034:** Slip Trip Fall checklist included from EH&S. This form helps categorize the incident. Natalie states the form is a little long. It is a manual form for now, but the hope is to have it be formatted as an online submission with the OARS report in the future.

**2019-02-042:** Was the injured employee wearing gloves? Not clear.

Chris P stated that of the 13 snow related OARS reports, 3 were near misses. The consensus is that there were probably many more not reported.

**New Business:** Lance H mentioned that the line of site in the new Mazda vans is poor (no back windows and back up camera has a very narrow focus, bulkhead reduced visibility). Chris C asked, are all vehicles supposed to have back up alarm? Not required but Fleet can install.

Joe G mentioned with Cherry blossom season if people are driving where they are not supposed to, can we engage them? Recommendation to call UWPD. If a car is parked in a non-spot, contact Transportation Parking Enforcement.

Lance H asked Ron about the Social Work roof access progress. How do employees get up there safely since the anchors failed inspection. The fix needs to be for long term and no final process has been firmly decided on. Joe will provide out of service tags. Rex stated he was not aware of Social Work roof access restrictions and has a project about to commence. Suggestion was made to contact his supervisor as Leadership was notified by email. Chris C asked about metal ladders bolted to brick walls – who inspects them? Ron said inspection before use by user and to submit a work order if not usable.

Meeting adjourned at 11:45 a.m. Next meeting April 30, 2019

**February 2018 Accident Reports**

**February 2018 FA Health & Safety Committee Group 2 Minutes**