

UW Facilities Safety Team Meeting Minutes
Hybrid: In-Person & ZOOM

Tuesday, January 30, 2024

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

Minutes: Goldie Johnson

Attendees: Chris Pennington, Tracey Mosier, Ron Fouty, Clayton Brainerd, Grant Backman, Ryan Balkcom, Olynthia Chancy, Jeffery Dale, Alfonso Escobar, Chris Forbes, Matthew Gay, Marques Gillespie, Joe Grojean, Nicholas Jenkins, Goldie Johnson, Gopal Narayanan, Leigh Kiernan (for Mark Pekarek), Mike Nguyen, Matt Phelps, Joe Schindler, Todd Tracer, Michael Wilson, Han Yoo, Officer Anthony Stewart (UWPD)

Absentees: Kurt Cooper, Peter Bakkedahl, Jason Beatty, Dave Bomengen, Mark Dickey, Anne Donegan, Daniel Eden, Joe Lo, Michael Nguyen, Mike Oakley, Shannon St. Clair, Troy Stahlecker, (EH&S)

Meeting Moderator: Chris Pennington

SAFETY MOMENT: With nicer weather, expect to see more motorcyclists on the roads. Be sure to give them a lot of extra room for safety.

Introductions: There were several new members, so all attendees introduced themselves.

Announcements: None

Review of December Minutes *(including Action Items from the previous meeting)*: No changes or action items for December minutes

UWPD Report: Officer Stewart reported an uptick in vehicle theft and burglaries. Burglaries are occurring mostly in areas without alarms or security cameras, and late at night/early morning when we have minimal staffing, which makes investigating challenging.

Meeting attendees asked Officer Stewart about unattended items in classrooms and if staff are allowed to carry any weapons for self-protection reasons.

Regarding unattended items left in classrooms, Officer Stewart stated that if there is no ID and no items of value, it should be treated as refuse. If you are unsure or uncomfortable opening any unattended items, contact UWPD.

Regarding weapons and personal protection, Officer Stewart said that firearms are not allowed. Pepper spray is legal but there are drawbacks to its use and a person should always have a 'Plan B'. There are some types of knives that are allowable in some areas per state and city municipal codes (codes can be looked up online). The primary advice is to call 911 if you see something that makes you uncomfortable. Travel in groups whenever possible. Call 911 whenever in doubt.

UWF Safety Focus 2024 Initiative – Tracey Mosier expanded on an email she sent on 1/23/24 regarding the Safety Focus 2024 Initiative. Each quarter will focus on one of the top four safety issues identified from OARS reports: Q1 focus is ergonomics; Q2 is safe driving; Q3 is slips, trips and falls; Q4 is avoiding contact with objects.

Each UWF shop/area will work with their team to come up with an initiative each month and address the issues, with the exception of Q1 Ergonomics, where one (or more) initiatives will be chosen for the *whole quarter*.

EH&S Report – Chris shared the EH&S report below. She also shared that EH&S can be invited to speak on any safety-related topic. Let Chris know if you have any safety presentation suggestions.

1. New Wildfire Smoke ruling from L&I is in effect. The training from L&I has not been released yet, but EH&S will inform UWF once the training has been posted on EH&S's training site. Please see the Wildfire Smoke webpage [here](#).
2. In the event you have any questions on reporting structure or program/services overseen by each section in EH&S, please review the organization chart on webpage [here](#).
3. The new University Wide Health and Safety Committee term has started, and the first U-Wide Health & Safety Committee meeting of the term will be held in February.
4. L&I investigation has been opened at UWMC Northwest related to a complaint of exposure to diesel exhaust entering an operating room possibly due to a new diesel generator.
5. Tracy Harvey's (Chemical Hygiene Officer) last day before retirement from the ROS section is this Friday the 2nd. Until her vacated position is filled, please reach out to Alex Hagen for laboratory chemical safety questions, and Zara Llewellyn for Biosafety Cabinet/Chemical Fume Hood questions.
6. The following documents are currently in development or being updated and will be sent to UWF for stakeholder review/comment in the near future:
 - a. Electrical Safety Program Manual (currently under internal review with OSH section).
 - b. Contractor Safety Manual (currently under development).
 - c. Hearing Loss Prevention Manual Updates (currently under internal EH&S review).
 - d. Asbestos Management Plan Updates (OSH planning meetings with RMO to discuss updates to the manual).
 - e. University Hazard Communication Plan Updates (currently under internal EH&S review).
 - f. Fall Protection Self Audit Checklist (currently in development).
 - g. Shop Safety Program Manual Updates (currently under internal review with OSH section).

UWF Group 2 Health & Safety Committee – Chris P – November and December minutes shared

Note: Group 2 minutes are on the same web page as the Safety Team Meeting minutes:
<https://facilities.uw.edu/partner-resources/safety>

February Monthly Safety Topics (only review the topics relevant for your shop and go in depth) – Chris

- Safety Hazard Review – Before work is started, do a hazard review. There are several tools to do these reviews available at: <https://facilities.uw.edu/partner-resources/safety/hazard-review-checklists>
- Reporting Safety Hazards – Safety hazards can be reported in a lot of ways. You can report it to your supervisor, manager, shop lead, safety team representative or you can submit a work order. If you submit a work order, be sure to indicate that it is a safety concern. Report safety hazards right away so that action can begin quickly.
- Vehicle Accident Reporting – Reminder to always contact CEI for all collisions involving University vehicles. CEI is the UW insurance provider.

Review of December Incident/Accident Reports:

2023-12-007– Employee injured getting out of loader. Reminder to use 3 points of contact and face the equipment.

2023-12-097- Employee developed headache from smelling a burning plastic odor. If any employees have concerns about health issues, they can contact Employee Health, in addition to completing an OARS report. It was reported that the smell came from a new laser cutting machine with a filter issue. Reminder that when we get new equipment, read the instructions and make sure everything is set up correctly.

New Business: Mark your calendars for the PPE Open House on April 18 from 10:00-4:00 at the Training Center!

Action Items (report at next meeting): None

Next meeting February 27, 2024

[December 2023 Accident reports](#)