

TESC Health & Safety Committee (Cte) Meeting Minutes (Revised)  
3 April 2002

Recorder: Liza R. Rognas

Present: Mike Anchors, Laura Bergman, Kathy Dean, Burt Guttman, Robyn Herring, Chuck McKinney, Peter Pessiki, Sam Pooley (Chair), Liza Rognas, Jim Phillabaum, Jill Rosenblum

I. Minutes: The minutes from the last meeting were reviewed and one change made. Revised minutes will be sent to Robyn and Ed Rivera by Mike Anchors.

## II. New Business

**A. Restroom complaints:** Sam brought complaints about restroom cleanliness (especially in Library Building) to the Cte. Robyn said she'd follow-up with George Leago and Doug Thompson.

**B.** As a result of the first item addressed, the Cte clarified some basic communication procedures. In order for small items to be addressed expediently, **ALL members of the Cte will forward email requests, queries and complaints to the Health & Safety Committee listserve** so that committee members can refer, follow-up and resolve issues in a timely manner and so that the burden for this work rests equally among all members of the Cte.

**C. Diabetes Training:** A suggestion forwarded to the Cte about the need for diabetes training will be followed up by Burt Guttman. HRS offers free first aid training on a quarterly basis. The first aid training covers responding to medical emergencies, including diabetic shock. Robyn reminded us that first aid training is required by all supervisors and staff leads. HRS will note the requirement in future announcements of first aid training. Robyn will call Art Costantino's office and request that First Aid be added to his list of training requirements. Robyn will e-mail the WAC requirement to Burt Guttman.

**II. ANN- Daley addresses Cte:** VP for Finance & Administration, ANN Daley, greeted the Cte and reminded us that health & safety featured first among issues address in the last union contract negotiation. The H & SC reports to Daley's office. The work of the Cte is forwarded by her office to the union. Minutes are posted on the union bulletin board and on Robyn's web page. All present agreed that better communication important.

## New Business Con't:

**D. Stairs at Central Utility Plant:** The stairs leading from the mezzanine to the roof at the CUP are problematic. They pose a hazard to workers their design precludes effective balance, especially when wet. Currently they do not meet UBC rise & run standards. Robyn and crew are currently analyzing the problem. Preliminary plans are to make the opening in the roof larger so that new stairs that

meet UBC standards, including rise & run, can be built. Tentative summer fix-it date in the works. Robyn will keep us updated.

**E. "F-Lot":** Complaints about F-lot maintenance led to an amazing and tortuous discussion about budgets, accountability and collaboration between and among, facilities, housing and parking. Complaints detail lack of lot maintenance and safety risks posed by leaves and snow. Kathy will follow-up.

**F. Ergonomic Problems:** A query to the Cte resulted in a brief discussion of hierarchy. Sam followed up on the request which was about finding funds for purchasing ergonomic equipment. Equipment purchases are funded in unit budgets. H & SC has no budget. Purchasing has lists of approved ergonomic office furniture. Ergonomic equipment is standardly purchased as a result. Robyn will follow up request with offer to consult with the individual.

**G. Paid Hours for Cte time?** --This query was resolved before the meeting with appropriate deans, etc. Full-time staff & faculty ARE paid for time served in governance, part-time/adjunct are paid in addition to their salary.

### **III. OLD BUSINESS**

#### **Emergency Response Plan--draft, not final, draft, draft draft.**

Robyn is drafting plans. Sam and the rest of the HSC will review.

A brief discussion ensued about the current draft of the ERP. ADA compliance was discussed along with the frustration with current "shelter-in-place" provisions for people with disabilities. Chuck McKinney suggested we agitate for increased training across the campus relative to assisting disabled. In the Library stacks, suggestions made for metal desks and for specific shelter areas. Chuck will send around his Housing evacuation handout for our consideration and use.

Burt Guttman and Liza Rognas will draft a request to the faculty Agenda Committee that evacuation procedures be added to faculty & student orientation packets and that faculty who serve as program coordinators be strongly requested to go over the procedures with students relative to the buildings where their classes are held.

#### **Accident Reports**

Robyn distributed a summary of accident reports for Mar 1- April 1, 2002.

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