Committee Members present
Ron Holmstrom, Chairperson
Annie Organ, Financial Operations, Cash Handling and Banking Services
Susan Cook, Financial Operations, Accounts Payable
Lisa Lozano, AVC-Finance & Controller
Karen Lee, General Accounting
Cornelia Kidney, Contracts and Grants

1. New Reports or Unsafe Condition and/or Hazards:
   a.) Incidents occurred:
   b.) Conditions:
       Check on screen doors at University Hall 140 repair.
       Check with building coordinator at University Hall regarding cleaning courtyard.
       Check on when EH&S might be conducting defibrillator training.

Operations Emergency Updates:
   a.) Implementation of custodial and composting at Earl Warren Hall
   b.) Ergo reviews completed:
       Month of November (6)
       Month of December (2)
       Month of January (0)
       Matching funds: 0-submitted for Angelia Garfold and Lee Borrowman.

   Ergo to be conducted: Peter Kouzmov, Dave Bergman, Suzy Naidu, Melissa Crockett, Moises Ochoa and Glenda Jo Anna Smith. Additional added during the meeting Jihee Kim and second review for Sonali Vanessa.

c.) Report on emergency supplies-Lisa Lozano: Larger test kit to be ordered and reviewed in the month of March.

d.) Training: Ergo Training held on November 18 with 25 participants.

2. EH&S Updates: None

3. Tang Center Updates:

COMPUTER HEALTH MATTERS: Wednesday, March 26, 2014 8:30-9:30am
Instructor: Greg Ryan 642-5549
Learn how to set up a user-friendly workstation and practice stretches to help relieve computer-related aches and pains. This workshop or its online equivalent is required to qualify for the Computer Ergonomics Matching Funds Program.

**Computer Health Matters Online training** available anytime: 1. Log-in at [http://tinyurl.com/ucblms](http://tinyurl.com/ucblms) 2. This will take you to the UCB Learning Center 3. Type in Computer Health Matters in the Search box 4. Click on the e-course 5. Scroll down and click register 6. Click submits 7. Click start. The training takes about 40 minutes and you should complete it all at one time. Use Safari for a Mac and Internet Explorer for a PC.

**KEYBOARDS & MICE: ERGONOMIC ALTERNATIVES**: Wednesday, March 26, 2014 8:30-9:30am, 9:45am – 10:45am  
Instructor: Greg Ryan 642-5549  
Learn about the ergonomics of keyboards and pointing devices, including safer workstation set-up, postures, and techniques for using them. Find out about the keyboards and pointing devices covered by the Computer Ergonomics Matching Funds Program.

**CORE ESSENTIALS FOR BETTER POSTURE**: Thursday, March 27, 2014 12:10-1:30pm  
Instructor: Greg Ryan 642-5549  
Improve your posture through awareness and exercise. Learn about common muscular imbalances and postural patterns. Practice strengthening, stretching, and stability exercises to promote healthy postures and better balance. Wear comfortable clothing.

Enrollment for these workshops is online at the UCB Learning Center. Here’s how to enroll:

- Click on workshops to go to the workshop page on the Ergonomics@Work website
- Click on the date under the workshop you want to take
- Enter CalNet Passphrase - Click submit.

4. Action Items:  
a) Schedule next safety meeting: June or July  
b) Emergency supplies (to be ordered):  
c) Follow up on correction items in 1b.