Safety Committee
July 24, 2013
University Hall 617 9 a.m.-10:00 am

Committee Members present
Ron Holmstrom, Chairperson
Annie Organ, Billing & Payment Services
Leticia Hernandez, Payroll
Karen Lee, General Accounting
Cornelia Kidney, Extramural Funds Accounting

Guest: Jasan Fujii, Building Coordinator University Hall was unable to attend.

1. New Reports or Unsafe Condition and/or Hazards:
   a.) Incidents occurred: None reported.

   Operations Emergency Updates:
   a.) The composing and new custodial schedule was reviewed.
   b.) Ergo reviews where reviewed for last quarter.
      Month of May (2)
      Month of June (5)
      Month of July (5)

2. EH&S Updates: None

Tang Center Updates.

CORE ESSENTIALS FOR BETTER POSTURE: Thursday, August 22, 12:10-1:30pm
Instructor: Greg Ryan 642-5549
Improve your posture through awareness and exercise. Learn about common muscular
imbalances and postural patterns. Will practice strengthening, stretching, and stability
exercises to promote healthy postures and better balance. Wear comfortable clothing.

COMPUTER HEALTH MATTERS: Wednesday, August 21, 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  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 submit  
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, August 21, 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.

3. Action Items:
   
   a) Schedule next safety meeting: Thursday or Friday Week of October 28th 
   b.) Committee members provide update on emergency supplies for each unit area. 
   c.) Research having an on-site Ergonomics training for staff. 

4. Review of Previous Reports: 
   
   a) None