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

Guest present:

Guest:
Jonathan James Dunn, IST Warren Hall Building Coordinator
Todd Walker, Business Continuity/Disaster Recovery Manager
Margaret Chester, Facilities Supervisor

1. New Reports or Unsafe Condition and/or Hazards:

   a.) Review the Building Emergency Plan with IST facilities group. The following roles were reviewed.
   b.) Building Emergency Plan:
      Building Coordinator: A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares building response plans and coordinates education and planning in this area for all building occupants. In addition, he or she serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the Building Coordinator position description.

      Floor Monitors: A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.
      Role Takers: A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.
      Building Safety Committee A group composed of members of each department in the building, generally chaired by the Building Coordinator, charged with building emergency preparedness or overseeing building safety concerns.
c.) Building Coordinator or point person for the building will be Johnny Dunn.
d.) Role Takers for Controller’s Unit are the following:
   Suite 120: Payroll, Sherryl Brinkley
   Suite 101-B, Accounts Payable, Gloria Smith, Accounts Payable and BFS Security, Susan Cooks
e.) Floor Monitors: Same as above
f.) Door Monitors: Gloria Smith volunteer to be door monitor for south entrance. IST will provide a volunteer for north entrance.
g.) It was suggested and agreed that CFO safety committee and IST would meet once a year to review the building emergency plan and collaborate on safety training.

Operations Emergency Updates:
a.) Discussed the contents of emergency kits. Annie will send items she received to Lisa. Gloria and Susan will check the kit for Accounts Payable and Sherryl will check the kit for Payroll to verify contents. Lisa will order additional kit or kits as need for Suite 130.
b.) Incidents occurred: None reported
c.) Ergo reviews completed:
   Month of June (3)
   Month of July (1)
   Month of August (5)

2. EH&S Updates: None

3. Tang Center Updates:

   **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.

   **Computer Health Matters**: Wednesday, October 22, 8:30-9:30am
   Instructor: Mallory Lynch/Greg Ryan
   Learn how to set up user friendly workstation and practice stretches to help relieve computer related aches and pains. This workshop is required to qualify for computer ergonomics matching funds. Matching funds currently are not available.

   **KEYBOARDS & MICE: ERGONOMIC ALTERNATIVES**: Wednesday, October 22, 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.

**Computer Workstation Evaluator Training:** This is specifically for new Departmental Computer Workstation Evaluators or those evaluators, who would like a refresher, learn the basics of how to evaluate and modify computer workstations according to campus ergonomic guidelines in this practical, hands-on workshop. Offered by Ergonomics@Work. Register for the Computer Workstation Evaluator Training. The next training is **October 1, 2014** from 8:00am to 12:00 noon. To enroll online: Log-in at [http://tinyurl.com/ucblms](http://tinyurl.com/ucblms) and go to the UCB Learning Center. Type in Computer Workstation Evaluator Training in the **Search** box on the upper left side of the page.

**CORE ESSENTIALS FOR BETTER POSTURE:** Thursday, October 30, 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.

**BACK TALK:** Thursday, September 18, 12:10-1:30pm  
Instructor: Mallory Lynch 643-2540  
Learn new ways of performing daily activities with less stress to your back. Practice some useful stretching and strengthening exercises. Wear comfortable clothing.

Enroll on line at the UC Berkeley Learning Center at [http://blu.berkeley.edu](http://blu.berkeley.edu)

4. Action Items:  
   a.) Schedule next safety meeting: January 2015  
   b.) Follow up (BEP) Building Emergency Plan with Johnny Dunn of IST.

5. Review of Previous Reports:  
   a) None:  

6. Meeting adjoned