Committee Members
Ron Holmstrom, Chairperson
Tim Hummel, VC Admin-Budget Office
Heidi Van Allen, Budget Office-Strategic Management
Jared Espina, 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
Thess Solis, Contracts and Grants

New members:
Heidi Van Allen, Budget Office-Strategic Management
Jared Espina, Financial Operations, Cash Handling and Banking Services
Thess Solis, Contracts and Grants

Guest: John Ruiz, Emergency Management Coordinator: Feedback for Disaster Preparedness Talk

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

a.) Incidents occurred: None reported.

Operations Emergency Updates:

a.) 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.

Summary:
Safety Coordinator
Role Takers
Floor Monitors: Same as above
Door Monitors:

b.) Ergo reviews completed:
   Month of September (1)
   Month of October (0)
   Month of November (2)
   Month of December (2)

Matching funds has been funded from Ergo @ Work

c.) Emergency Supplies-assist Lisa Lozano in dividing supplies-update

2. EH&S Updates: Cal/OSHA Mandatory Posting
   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.

   Back Talk: February 10, 12:10-1:30 p.m.
   Computer Health Matters: February 25, 8:30-9:30 a.m.
   Keyboards and Mice: Ergonomics Alternatives February 25, 9:45-10:45 a.m.

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

   Current schedule of classes: [http://uhs.berkeley.edu/facstaff/programs/ergonomics.shtml](http://uhs.berkeley.edu/facstaff/programs/ergonomics.shtml)

4. Action Items:
   a) Schedule next safety meeting: April 2015
   b.) Post Annual Summary of Work Related Injuries and Illness
   c.) Disaster Preparedness Talk

5. Review of Previous Reports:

   a) None: