UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

Feb. 14, 2006 1:00-2:30 pm
University of Washington Club, Lower Level

Membership:

Group 1  ➢ Robin Wood
         ➢ Jon Organ

Group 2  ➢ Ron Fouty
         ➢ Ric Carlson

Group 3  ➢ Diane Hanks
         ➢ Paul Zuchowski

Group 4  ➢ Debra Glanister
         ➢ Ann Aumann★
         ➢ Stephanie Steppe
         ➢ Julie Worlein★

Group 5  ➢ Barbara Masaki
         ➢ Carole Davison

Group 6  ➢ Sheri Huber

Group 7  ➢ John Miller

Group 8  ➢ Darren Bailey

Group 9  ➢ Jack Herndon
         ➢ Tracy Erbeck

Group 10 ➢ David Zuckerman
          ➢ Margery Cooper

Group 11 ➢ Laurie Bryan
          ➢ Kathleen Newell
          ➢ Charlotte Boynton

➢ SEIU 925, AFL-CIO  ➢ Larry Sommers

Ex-Officio:
➢ Elizabeth Dahl -- Attorney General’s Office
➢ Anne Guthrie – Facilities Services
➢ Dave Weaver– Risk Management

Other Attendees:  Denis Sapiro – Environmental Health & Safety
                 David Leonard – Environmental Health & Safety
1. Call to order

Chair Robin Wood called the Valentine’s Day meeting to order by reciting “Roses are Red; Violets are Blue; Let’s Have Fun and Be Safe Too!”

2. Group Reports (“Red Hot Topics”)

Robin encouraged those giving group reports to bring up any organizational problems they might be experiencing. She thought that discussion of some of these issues in January’s meeting was very helpful.

**Group 1**, Administration/Other Academic Programs: Jon Organ reported that Scott Preston from UW Emergency Management gave an overview of the UW Business Continuity Management Plan. The entire meeting was devoted to this discussion.

**Group 2**, Executive Vice President: Ric Carlson reported meeting last week. Steve Charvat from UW Emergency Management led a discussion of issues around campus and upcoming CERT training.

**Group 3**, Student Affairs: Paul Zuchowski reported meeting in January (but not next week). A residence hall incident at McMahan was discussed regarding how best to control a situation in which multiple people are affected by unknown fumes. He suggested a good topic for the U-Wide might be to clarify evacuation of employees.

**Group 4**, Health Sciences/Hospitals: Stephanie Steppe discussed the draft APS Business Continuity Program, and asked for feedback from constituents.

The G/H-wing renovations are scheduled to start April 26th with a December 2008 completion date. Basically a “box” has been built around these wings to provide navigation. This area contains some 22 miles of corridors. Efforts to keep everyone in the communication loop during the move include:

- Neighborhood meetings for the different buildings involved.
A web site dedicated to information and coordination
Signs on doors around the navigation “box”
Electronic information updates
Detour map postings

Stephanie commented on the recent news release regarding UW animal use facilities. On Monday there will be press conference regarding the letter from the accreditation body that inspects these facilities every 3 years. Major points:
- Certain deficiencies must be corrected.
- Researchers must submit a formal request in order to proceed with research involving animals.
- A committee has formed to address deficiencies. It includes administrators, researchers, and others.
- The HSB is a 60-year-old building. There hasn’t been a lot of Federal support recently and maintenance is needed.
- The UW must reply to the letter by May 1st with a list of responses.
- $20 million is estimated for short-term fixes, but long-term fixes may run $175 to 180 million.
- Building a whole new animal use building could run $250-280 million.
- More than half of our research dollars are involved with the use of animals, so we will NOT lose this.

**Group 5, Architecture & Urban Planning:** not present.

**Group 6, Arts & Sciences:** Sherri Huber reported that EH&S guest Stuart Cordts discussed changes in the UW Laboratory Safety Manual. The group also talked about how to review Health & Safety Plans in the College of Arts and Sciences which probably has over 100 departments. Their first step is to ask departments for names of safety coordinators – so far, only 10 have responded.

**Group 7, UW Bothell:** John Miller listed several of his committee’s activities:
- Preparation for an earthquake drill next month with Cascadia.
- For the last two months, the two entities have been looking at what they have in common. This kind of dialog hasn’t existed before.
- CERT training is going to be applied to power outages. The local Fire Dept. has committed to distributing related literature to about 14,000 local households.
- Consideration to extending a recent training experience to UWB/Cascadia. This training “webinar” entitled “Inoculate Your Building & Your Tenants Against Bird Flu” was the most detailed John has seen for personal emergency preparation. On April 18th, another “webinar” will be offered, this time on preparation for buildings. For more information see: [http://www.boma.org/TrainingAndEducation/LearnByPhone/birdflu.htm](http://www.boma.org/TrainingAndEducation/LearnByPhone/birdflu.htm)
- John is still the Gr. 7 representative to the U-Wide, but Deborah Conley-Staerk and Clay Horton are the newly elected Co-Chairs.
Group 8, UW Tacoma: not present. Dave Leonard reported that a new Chair, Joe Chynoweth, has been elected to replace Danette Rogers who has resigned from the Committee. Discussion is underway for project ideas for the 2nd year of the term.

Group 9, Engineering: Jack Herndon observed that a lot of construction has been going on. He then reported that a Professor asked him for advice regarding emergency response in the classroom. A serious situation happening to one of his students had made him realize he wasn’t sure what to do. The committee unanimously agreed that in the future he should call 911!

Jack suggested that a good topic for U-Wide discussion would be emergencies in the classroom – there’s lot’s of confusion about when to call 911. Training needs to be reinforced at least annually.

Tracy Erbeck added that another topic she would like to see addressed is Automated External Defibrillators.

Another member explained that AED’s are currently being discussed by a group that includes Karen VanDusen. The existing WAC has been outdated. Dave Leonard will discuss this with Karen and possibly arrange for a presentation at a future meeting. It was commented that AED’s are being purchased “under the radar” because they have gotten a lot less expensive and don’t need to go through purchasing.

Group 10, Forest Resources: David Zuckerman reported his Committee elected Sharon Doty to fill the remaining year in the term. His group discussed an OARS report in which an employee had an allergic reaction working in Merrill Hall, which is a “green” building. EH&S’ Jay Herzmark is going to do a “dust test.” The committee will decide if any more follow-up is necessary.

Group 11, Ocean & Fishery Science: Charlotte Boynton said they will be having their quarterly meeting on February 20th.

3. New Business

4. Facilitated Discussion “Exploring Our Passions:” Beth Speck

Robin remarked on the abundance of passion in the room during the brainstorming session of January’s meeting, and so has invited consultant Beth Speck to lead the group deeper into discussion of possible U-Wide activities. The intention is to determine if there is a goal the U-Wide would like to take the lead on. “Although we are all volunteers,” she said, “it takes “passion” to do what you aren’t required to do.”

Beth began the discussion by asking members to write down (not to hand in) 2-3 things they thought the U-Wide “might be able to accomplish” between now and December 31st. With each member contributing, a long list was generated.

Beth brought the group’s attention to the differences in “intent” of the various ideas. For example, comparing “how to do something” to “accountability for it” might be like comparing apples and oranges. She suggested it would be useful to lump similar ideas
1. *(The goals below would likely need an overarching goal that encompasses all of them.)*
   - System to hold departments accountable for current H&S plans
   - Clarify different roles: Building Coordinator, Safety Coordinator, Floor Warden (others?)
   - Emergency Operations Plans – Evacuation plans are current and complete
   - Better education on emergency response. Helping/making faculty be aware
   - CERT as a model for emergency response
   - Offer consulting services from EH&S to help departments develop their own plan

2. Develop decisions (plan?) around AED (defibrillators)

3. Conduct (campus-wide?) survey on knowledge and gaps in emergency response and safety issues

4. *(The goals below would likely need an overarching goal that encompasses all of them.)*
   - Personal wellness information and links all in one place
   - Education on campus smoking ban (areas) and on smoking in general
   - Eliminate trans fats on campus

5. Lab safety

6. *(The goals below would likely need an overarching goal that encompasses all of them.)*
   - Have President Emmert endorse safety and emergency preparedness from his level, on a regular basis (making it a primary focus for UW)
   - Addressing the disconnect in safety and emergency response at Department level
   - Create and implement Emergency preparedness in a high profile campaign
   - Report unsafe conditions (all employees take responsibility to do this)

7. Create a 1-page document with generic Emergency Procedures. Each area can add department-specific items

8. Bicycle Safety

9. Broader use/enforcement of use of recyclable materials (Catering uses Styrofoam dishes)
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Each member was then allowed three votes, one for each of their favorite idea groupings. Voting results will be available at the March meeting.

5. EH&S Report:

Dave Leonard reported that Jerry Glines passed away. Jerry retired from EH&S Fire Safety about 1 ½ years ago in 2005.

The No-Smoking Policy passed the Board of Regents in their January meeting. Dave speculated that peer pressure will be the best deterrent, but some tools such as “business card” reminders of the policy (to hand to offenders) may be employed. Information will also be available online at www.ehs.washington.edu/psosmoking, which includes maps of designated smoking areas at the Seattle, Bothell and Tacoma campuses.

6. Minutes for December

A quorum was present and the January minutes were approved after the paragraph containing Robin’s name was removed.

7. Adjournment