UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

March 10, 2010 1:00-2:30 pm – UW Club Conference Room

In Attendance
Leslie Anderson (1)  Liz Kindred (12)
Connie Bartlett (1)  Jimmy Milton (12)
Sterling Luke (2)  Rick Gleason (Fac. Senate)
Erin Foy (3)  Laura Davenport (SEIU - 925)
Bob Ennes (4)  Elizabeth Dahl (Ex-O, AGO)
Greg Brazil (4)  Tracey Mosier (Ex-O, FS)
Megan Amen (5)  Jude Van Buren EH&S)
Sherri Huber (6)  David Leonard (EH&S)
Tracy Harvey (6)  Denis Sapiro (EH&S)
John Miller (7)  Michael Merrill (EH&S)
Stephen Costanti (8)  Carol Garing (Crtv Com)
Michael Glidden (9)  Pamela Thomas (Guest)
Jack Herndon (9)  Wendy Winslow-Nason (Ex-O, RM)

Not Present
Ron Fouty (2)  Paul Zuchowski (3)
Chuck Treer (4)  Susie Sargent (5)
Ken Jones (7)  Michael McMillan (8)
David Zuckerman10)  Kristian Haapa-aho (10)
Paula Minton-Foltz (12)  Paul Bentson (WFSE 1488)
Siri McLean (UWEM)  Steve Charvat (UWEM)

Agenda
1. Call to order
2. Minutes for February
3. Organizational Group Reports
4. U-Wide meeting time
5. Future Safety Topics
6. L&I Report
7. Adjournment

Recorded: by Michael Merrill

1. Meeting was facilitated by Denis Sapiro as neither Co-Chair was able to attend.
2. February minutes were approved as written.
3. Committee (HSC) and Union Reports were reported sequentially around the table. They are shown as follows in numerical order for ease of reference.

HSC 1, Administration/Other Academic Programs: Leslie reported meeting that morning. Lots of questions were generated in the review of OARS reports. It seems that a rash of incidents have occurred recently in the library. EH&S' Joseph Kwok will be doing some supervisor training regarding accident reporting. The main part of the meeting was devoted to Workplace Violence training. The Committee agreed to extend the meeting time an hour to accommodate this excellent training. Human Resources reps were in attendance.

HSC 2, Finance and Facilities: Tracey Mosier reported for Ron who was unable to attend. Steve Charvat from the UW Emergency Management Office gave a presentation. The group reviewed accident reports, but had to postpone a couple due to lack of time.

HSC 3, Student Affairs: Erin Foy reported reviewing forms for food permits/events.

HSC 4, Health Sciences: Bob Ennes reporting describing the safety committee “charge” to new members. They reviewed accident reports from EH&S (17 in December; 18 in January). There seem to be a lot of microtome blade cuts, lately. The group also reviewed documents likely to be required during a visit from L&I (memo from U-Wide meeting). Joseph Kwok will give a presentation at their next meeting. Greg commented that new signs are planned to be posted in public areas of the Health Sciences Building such as bathrooms. The signs will say something like “Only for faculty, staff and students.” Hopefully the signs will reduce use by “non-residential” traffic.

HSC 5, Built Environments: Meegan reported laying out safety committee plans for the rest of the year: tasks such as getting on dockets for group presentations. Next month they are looking at ergonomic safety in office cubicles. They will also hold an open house which will include such things as:

- Opportunity for people to bring in equipment to be engraved with ID
- How to “earthquake proof” offices - advice available from EH&S’ Darren Branum

A lot of Evacuation Wardens have been laid off their jobs – this will require new people to be trained. Training will also be required this summer when the wood shop starts up. (Darren will also come in to give fire extinguisher training.)

HSC 6, Arts & Sciences: Sherri Huber reported reviewing accident reports from EH&S. The Committee is also continuing the practice in previous years of assigning organizational units to current members (in addition to their own department) to ensure all Committee groups are represented, even though some departments may not have directly elected or appointed representatives. This practice has been followed because the number of organizational units within the College of Arts & Sciences is so large.

HSC 7, UW Bothell: John Miller reported that they met yesterday. They discussed the recently installed emergency “blue phones.” According to John, a number of them either don’t work correctly, or are in need of repair. There have also been some reports
of “transients” in stairwells, etc. (Since the campus has been growing, some increase is probably likely.) The Promenade down the center of campus – between the UW and Cascadia portions – has generated some questions of safety responsibility in this common area, especially regarding vehicle operation. The Committee has also discussed how it wants to operate. By sending injury and illness reports directly to members for review, Joseph Kwok has helped their group function a little easier. Dave Leonard has also helped by sharing agenda “techniques.”

**HSC 8, UW Tacoma:** Steve Costanti reported February’s meeting was devoted to new-term business, such as electing a Chair, since January’s meeting was devoted to training.

**HSC 9, Engineering:** Jack Herndon reported reviewing EH&S accident reports.

**HSC 10, College of the Environment:** not present.

**HSC 11, (currently vacant)**

**HSC 12, UW Medicine:** Liz Kindred and Jimmy Milton reported on their second meeting (second ever since the Committee is brand new). They discussed how to best review accident reports from EH&S. There will be a presentation of Workers’ Compensation data in a future meeting. They asked Denis to clarify a question that arose during their meeting regarding the reporting process for hospitalized employees. Denis explained that EH&S must report to L&I within 8 hours of any employee hospitalization while at work. The question of work-relatedness will be decided later by the physician and Risk Management/L&I. Sometimes this question can be complex. Even if it’s a heart attack, report to EH&S immediately!

**SEIU:** Laura Davenport reported that six organizational safety committees now have SEIU representatives. Due to having separate contracts for supervisors and non-supervisors, HSC-12 has two! Denis agreed that both of these could sit on the U-Wide Committee.

**WFSE:** Paul Bentson was not present.

**Faculty Senate:** Rick Gleason queried Committee members whether they think supervisor recommendations in accident reports have gotten any more effective over time, yes or no. The old (inadequate) admonition to “be more careful” used to appear about 90% of the time. Member opinion on this was mixed. The phrase still appears, but it’s hard to quantify how often.

4. **U-Wide meeting time:**
Denis brought to a vote the question from February’s meeting of whether the U-Wide meeting time should be moved up 30 minutes (12:30 to 2:00). Members agreed unanimously to keep the same time of 1:00 to 2:30 with no changes.

5. **Future Safety Topics:** Denis described the kind of discussion that would be appropriate for the U-Wide Committee by giving an example of a recent issue.
A group of custodians is concerned about whether they should be using respiratory protection when mixing certain concentrated chemicals for stripping floors. The chemicals have a strong odor. Would this be an appropriate topic for the U-Wide? Regarding the specifics — no; regarding general protection — yes.

Respiratory protection is required to protect health if exposure levels exceed legal limits. Required respirators are paid for by the University. In this case, no legal limit is exceeded and respirators are not required. However, respiratory protection may be used voluntarily even when not required to protect health. Voluntary use of respirators must still follow certain regulatory protocols.

Some custodians have reported becoming ill from the chemical odor. They were referred to Human Resources for job accommodation and got respirators as part of the accommodation process. However, these custodians have to pay for the items, themselves because there is no regulatory requirement.

Some custodians don’t like the odor but didn’t report becoming ill. This is a different discussion. In this case it is appropriate for supervisors to provide disposable respirators because odor, itself, is not a health issue.

If members would like a more detailed presentation on this subject, Human Resources and/or the UW Respiratory Protection Administrator can be asked to do a presentation.

Returning to the topic of future topics, Denis handed out two lists of suggestions to stimulate discussion: a list of possible meeting topics and a list of possible topics for supervisor training. He asked that members write down their own ideas on the two lists. They can either send this printed copy to him/Michael or use the electronic copy that will be e-mailed to everyone.

Member suggestions at meeting:
- Supervisor training – faculty included? (UW Tacoma has good working relationship with their faculty and developed a document on topic.)
- Faculty safety support - possibly team up with Rick Gleason of U-Wide.
- Address different Health & Safety Plan topics at meetings.
- Important to reach Administrators.

6. L&I Report for February:
- Closing was held for the golf cart incident on 2/25/10. Two citations are proposed: (1) A “General Citation” for failure to report an employee hospitalization within 8 hours of the employer knowing; (2) A repeat violation for not covering a hazard in the “Accident Prevention Plan” which the UW refers to as the Health & Safety Plan. The hazard not covered was a golf cart.
- L&I has requested a review of glove use by Custodians in Facilities Services. EH&S has found that for most custodians the gloves provided were very protective and in adequate supply. For those mixing concentrated solutions with water, EH&S has recommended a stronger glove with more chemical resistance. Facilities Services Custodial Services is in the process of modifying the type of gloves available for this task.
Health & Safety Committee member training was conducted on 2/25/10. If other committee members want training they should contact Denis Sapiro, sapirod@uw.edu or 221-4247.

7. Denis Sapiro adjourned the meeting