UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

April 9, 2008 1:00-2:30 pm – DOU 270, Tacoma Campus

In Attendance
Diane Hanks (3)
Leslie Anderson (1)
Stephanie Steppe (4)
Ed Farnham (4)
Deborah Conley Staerk (7)
Rich Lee (4)
Heidi Dlubac (9)
Michael McMillan (8)
Sherri Huber (6)
Stephen Constanti (8)

In Attendance
David Zuckerman (10)
Laura Davenport (ROTC)
Ray Hartman (11)
Larry Sommers (SEIU 925)
Carol Garing (Pub. Svcs.)
Elizabeth Dahl (Ex-O, AGO)
Denis Sapiro (EH&S)
David Leonard (EH&S)
Michael Merrill (EH&S)

Not Present
Ron Fouty (Gr.2)
Jack Herndon (9)
Chuck Treser (4)
Connie Bartlett (Gr.1)
Tracy Harvey (6)
Pete Federici (Gr.2)
Ken Jones (7)
Kristian Haapa-aho (11)
Margery Cooper (10)
Bill Armstrong (Ex-O, FS)
Elena Williams (Ex-O, RM)
Peter Rackers (5)
Megan Amen (5)
John Freudenthal (UAW 4121)
Paul Zuchowski (3)

Agenda
1. Call to order
2. Minutes
3. Group Reports – Union Reports
4. New Business
5. EH&S Report – L&I inspections
6. Adjournment

Recorded: by Michael Merrill

1. Meeting called to order by Denis Sapiro, for Chair Ron Fouty.
Denis thanked the group of members from Bothell and Seattle who traveled by motor coach to attend the meeting and visit the “Safety Summit” fair put on by Tacoma’s Group 8 Committee. A training video was shown during the bus trip which included the real-time progress of an office fire from ignition to full engulfment—a span of about 4 minutes. (A few minutes later, the bus passed a huge column of black smoke issuing from a residential neighborhood near the freeway!)

2. Minutes of the March meeting were approved as read.

4. Group Reports – Union Reports

**Group 1**, Administration/Other Academic Programs: Leslie Anderson reported the Committee’s plan to focus on completing Departmental Health & Safety Plans. First, however, they reviewed incident/accident reports and discussed what procedures they were going to use to follow up with inadequate reports. The two co-chairs met with Provost Wise to discuss ways her office and the Committee can coordinate and communicate. The Provost offered her support and plans to attend one of their meetings.

**Group 2**, Finance and Facilities: Carol Garing reported for Ron and Pete who were unable to attend. Their group has lots of new members, so they have been devoting their time so far to sharing information and bringing new folks up to speed. OARS reports were reviewed in smaller groups.

**Group 3**, Student Life: Diane Hanks reported progress toward installing emergency lighting in Schmitz Hall stairwells and other places and fixing potential asbestos hazards on piping insulation.

**Group 4**, Health Sciences/Hospitals: Stephanie Steppe reported discussing incident/accident reports for Harborview. Kathy Maher presented a PowerPoint trend analysis of HMC injuries and challenges. The percentage is increasing of patients over 300 lbs. (“bariatric”), making lifting a big concern. The UW’s insurance rates are also significantly influenced by the hospitals. Phil Numoto of EH&S presented hospital data from a more detailed perspective, highlighting specific actions that could prevent injuries.

The Group 4 Safety Committee was warned that there would be a citation by Labor & Industries (L&I) as being “ineffective in practice.” More details will be available later, but the main issue revolves around HMC’s lack of participation in the Group 4 Committee, and lack of Committee discussion of HMC OARS Reports. Due to its large number of OARS Reports per month (~100), Group 4 has established 3 sub-committees to meet and review reports between meetings and then report significant issues at the next regular meeting. Minutes may state the accident review information is “attached by addendum” in a particular file.


**Group 6**, College of Arts & Sciences: Sherri Huber reported reviewing incident/accident reports. To facilitate communication and accountability, the Committee assigned
departments in the College to each of its members. Arts & Sciences is too large for every group to be *directly* represented.

**Group 7**, UW Bothell: Deborah Conley-Staerk reported reviewing OARS Reports. They also reviewed Bothell’s incident control plan. A recent event began off campus, but became an incident on campus.

**Group 8**, UW Tacoma: Stephen Costanti talked about the “Safety Summit,” the safety fair they are putting on for the first time. OARS reports were reviewed. Two officers were reported CERT trained – previously there were none. The Group also discussed asbestos training.

**Group 9**, Engineering: Heidi Dlubac reported her group’s goal is to have an updated Departmental Health and Safety Plan for each of their units. It’s convenient that all units are directly represented on the Committee. They reviewed 1 OARS report. In their next meeting (tomorrow) they plan to discuss the recent haz-mat spill response in More Hall which involved a leaking lecture bottle of ammonia. They also plan to tour labs in More Hall, which is home base for their Chair, Jack Herndon.

**Group 10**, Forest Resources: David Zuckerman reported discussing the best way the diverse units in their group can communicate. Not all units are directly represented on the Committee. There were no OARS Reports to discuss. David alerted us that in July herbicides will be applied in wetland areas associated with UW property in an effort to control “Garden Loosestrife.” This yellow-flowered noxious weed, much more invasive than its cousin the “Purple Loosestrife,” is threatening to take over.

**Group 11**, Ocean & Fishery Science: Ray Hartman reported having no OARS reports to discuss. They will meet next Wednesday on their new meeting date.

**UAW 4121**, not present.

**SEIU 925**, Larry Sommers reported no new Union issues at the moment.

### 4. New Business
Stephanie Steppe announced the new Group 4 Health & Safety Committee website ([www.group4healthsafety.org](http://www.group4healthsafety.org)) and described ways they are “marketing” this approach to enhance communication in their Group. She passed out examples of their colorful postcards and business cards. The website will contain:

- Roster of committee members
- Posting of the monthly meeting minutes
- Other health & safety related information
- A link will be added for employees to ask questions and report safety concerns.

Denis reminded us of the L&I requirement for employees to have access to at least one actual bulletin board – but recommended other organizations consider this approach. It’s easy to set up and doesn’t cost much (~$7 a month). One drawback is that any website needs to be maintained and kept current, so responsibility for this task must be established.
5. L&I Issues - EH&S Report

- Workplace violence training is required of every employee every two years. Supervisors must maintain a record of this training for each of their employees. Dave Leonard read a message from Mindy Kornberg regarding Violence Prevention and Response briefing sessions. Sessions are open to all UW students, faculty and staff free-of-charge. Each 50-minute session focuses on recognizing warning signs of violence, how to respond, and campus resources and policies. Customized training is also available to departments on request. Email safecampus@u.washington.edu for more information.

- For any training, L&I expects 100% compliance and may issue a citation for even one day longer than the required period for updated training.

- The L&I case has closed that involved HMC Public Safety Officers. We know there are 8 violations, 2 serious and 6 general, but it will be another 3 weeks before we receive details in written documentation.

- Two issues reflect on activities in all safety committees.
  - Hospital incident/accident reports were not mentioned in safety committee meeting minutes. Minutes must document review of accident reports. This is a major function of safety committees. Documentation must show the supervisor determined a cause for an accident and took adequate measures to prevent a recurrence. Committees might employ a form letter to contact supervisors about incomplete reports.
  - All employees must have the opportunity to nominate and vote for representatives to their safety committee. This must be provable with documents such as ballots and e-mail messages.

- One violation involved the old HMC firehouse which does not meet the current WAC. HMC abated the handrail problem. Since the firehouse is an “historic building,” some restrictions govern structural changes, e.g., increasing stairwell height to 7 ft. A variance application has been submitted for a warning sign in both directions and padding on the stairs overhead.

- L&I also investigated training documents for 6 specific topics. Up to 81% were out of compliance with the annual refresher training.

- One specific requirement for Bloodborne Pathogen Training is to provide access to a “live person” to ask questions and get answers. Online training doesn’t provide this directly, but other methods (such as 24-hour phone access) might be able to substitute. A copy of the BBP regulations must be available at the time of training.

6. Meeting was adjourned by Denis Sapiro with thanks to the Tacoma Campus employees for hosting the meeting.