
Interdepartmental Correspondence
Environmental Health and Safety
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DRAFT UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE MEETING MINUTES

April 8, 2009 1:00-2:30 pm – UW Club

In Attendance

Leslie Anderson (1)
Pete Federici (2)
Paul Zuchowski (3)
Rich Lee (4)
Chuck Treser (4)
Megan Amen (5)
David Zuckerman¹⁰
Elizabeth Dahl (Ex-O,
AGO)
Wendy Winslow-Nason
(Ex-O, RM)
Carol Garing (Crtv Com)
David Leonard (EH&S)
Barbara McPhee EH&S)

In Attendance

Susie Sargent (5)
Tracy Harvey (6)
Stephen Costanti (8)
Michael McMillan (8)
Michael Glidden (9)
Jack Herndon (9)
Kristian Haapa-aho (11)
Paul Bentson (WFSE
1488)
Rick Gleason (Faculty
Senate)
Bill Armstrong (Ex-O, FS)
Denis Sapiro (EH&S)
Michael Merrill (EH&S)

Not Present

Connie Bartlett (1)
Ron Fouty (2)
Diane Hanks (3)
Barbara Lovseth (4)
Bob Ennes (4)
Sherri Huber (6)
Deborah Conley Staerk (7)
John Freudenthal (UAW
Local 4121)
Steve Charvat (UWEM)
Ray Hartman (11)
Margery Cooper (10)
Ken Jones (7)

Agenda

1. Call to order
2. Minutes for March
3. Discussion of Safety Training
4. Group and Union Reports
5. EH&S Report – L&I inspections
6. Adjournment

Recorded: by Michael Merrill

1. Meeting was called to order by Denis Sapiro, who explained the Chair's absence due to back surgery. Denis also gave us the sad news that long-time U-Wide member, Larry Sommers, has passed away. Following the announcement, the group observed a

moment of silence. Vice Chair, Jack Herndon, continued to run the meeting in Ron Fouty's place.

2. There not being a quorum, approval of March Minutes was postponed.

3. Discussion of Safety Training

To introduce the discussion and guest participants, Denis referred members to a UCLA article about the death of a graduate student due to a laboratory accident. Part of the article contained a public comment about the student's lack of training. Another handout, "Safety Training," referred to a section of the UW Laboratory Safety Manual. A draft multi-page chart was also provided to members. This matrix should help determine what safety training is required for a particular type of work.

Next, Denis introduced EH&S Training Specialist, John Eriksen, who listed several of the regulatory agencies the UW must comply with (L&I, DOE, CDC, NIH, NFPA, etc.). He reassured us that not everyone needs to comply with all regulations. Only labs, for instance, typically handle the many carcinogens listed in the matrix. Note that not all training is provided by EH&S.

Radiation safety training falls under a different set of rules with different documentation requirements. (EH&S Radiation Safety Manager, Stan Addison, was unable to attend.)

Manager Dave Lundstrom and Doug Gallucci from the EH&S Environmental Programs Office referred to their classroom and online classes regarding hazardous waste. Dave also referred to the possibility of a more user-friendly online "Training Wizard" to replace the matrix in the future (when funds allow). John Eriksen reminded us that a number of documents already on the EH&S website, such as the template for Health & Safety Plans, can help clarify training requirements. Members are also invited to refer questions to Dave Leonard, Denis Sapiro, or Michael Merrill.

Members expressed appreciation for EH&S putting together the training matrix and inviting guest training experts for the discussion.

Q: The School of Dentistry is concerned about who is going to implement safety training and recordkeeping.

A: It is a departmental responsibility.

Q: How can researchers keep up with training requirements and recordkeeping when changes happen on a daily basis? There may be a problem getting PIs to agree.

A: If this isn't done at a local level (e.g. labs), how can it be done by others at a distance? Who else and where else?

Q: Can EH&S bring classes to the department?

A: We can, but we need FULL classes!

Comments: Employee techs do a great job of keeping PIs and labs on track! Gentle prodding and encouragement helps. So does monitoring MyChem. Now is a good time to start tracking training, although some work up front should be expected.

Complaint: PI's don't see this as a priority. They put you off and don't tell you about new staff, changed chemicals or procedures.

Comment: The problem is really with getting material to individuals in a timely manner. Can Office Assistants II do inventories?

Comment: MyChem has become a good database, but should go hand-in-hand with HR required training. Can required training (e.g. sexual harassment training) be included on MyChem – the room locations are already identified. Training and chemical inventories could be reviewed at the same time.

Response: we need to be careful not to lock out participants if they're not trained.

Response: not all locations are in MyChem.

Response: L&I says "show me signatures" (sign-in roster) for safety training – otherwise, the training doesn't count.

Response: recordkeeping should be integrated.

Comment: HR Professional and Organizational Development (POD) evaluated a Learning Management System that would consolidate all employee training records and track training requirements for individual staff. EH&S has also looked at similar systems available commercially. At \$500,000 - \$800,000 these systems are cost prohibitive at this time."

Denis: We'll come back to this topic at a later time.

4. Group Reports – Union Reports

Group 1, Administration/Other Academic Programs: Leslie Anderson reported reviewing new OARS reports and assigning follow-up to appropriate members. Siri McLean from the Office of Emergency Management (OEM) gave a presentation on current efforts training students. Guests attended from departments currently not directly represented on the committee (e.g. Minority Affairs). They also have a new member from UW Technology.

Group 2, Finance and Facilities: Pete Federici reported discussing NFPA Electrical Safety Code 70E. The decision which staff are considered "essential" is shared between a department and its HR. Roosevelt Commons is experiencing an increase in car theft. Facilities Services is acquiring new locks for lockout-tagout. Ron Fouty will be out for the next two meetings (also the last two). Their next meeting is tomorrow at the UW Tower Board Room!

Group 3, Student Affairs: Paul Zuchowski reported reviewing a few OARS reports. He thanked EH&S Joseph Kwok for tracking down some missing reports.

Group 4, Health Sciences/Hospitals: Chuck Treser reported a number of incidents: a smoking centrifuge (alarm wasn't pulled); a suspicious package (response was good); 3/3/09 tabletop pandemic flu exercise; 4/22 Earthquake Drill (planned). They discussed NFPA 70E at length. OARS reports for February included 21 non-hospital; 31 UWMC; 45 HMC. Joseph Kwok helped them draft a memo to supervisors to finish incomplete OARS reports. The loading dock is now closed due to construction.

Group 5, Built Environments: Meegan Amen reported their committee lost a member. They sent out a safety survey – only 3 questions (not very long).

Group 6, Arts & Sciences: Tracy Harvey reported on their effort to monitor Health & Safety Plans by departments mailing in their “Back Pages.” Response hasn’t been good so they are strategizing a new way to do this.

Group 7, UW Bothell: Dave Leonard reported for Ken Jones who was not present. Safety Coordinator, Nicole Sanderson, gave an asbestos awareness class. Construction of a new freeway ramp to campus is causing concerns about construction vehicles and future traffic. (Cascadia must be a partner in planning since they share the campus.) Security members are considering how the campus should handle arrival of emergency responders to 911 calls so they don’t get lost or delayed. Responders might ask for an escort when they arrive at the facility. A meeting is planned with Bothell 911 service providers.

Group 8, UW Tacoma: Michael McMillan reported they will meet tomorrow. They didn’t have a quorum last month.

Group 9, Engineering: Jack Herndon reported reviewing OARS reports.

Group 10, Forest Resources: David Zuckerman reported sending out reminders to take mandatory annual asbestos general awareness training. No new OARS reports to review.

Group 11, Ocean & Fishery Science: Kristian Haapa-Aho reported being the only person to attend their last meeting, so “they” cancelled. There were no OARS cases to review.

WFSE 1488: Paul Bentson reported no safety issues at the moment.

UAW 4121: John Freudenthal not present.

SEIU 925: New representative to be determined.

Faculty Senate: Rick Gleason reported asking his classes to conduct “walk-around” safety inspections of the loading dock, boiler room, etc. They found storage issues and an unlit EXIT sign.

5. EH&S Report – L&I Inspections:

Denis Sapiro reported:

- The L&I inspection continues regarding the electrical accident in the old AERB shop. Interviews have been completed but the report can’t close until the report is done. Expect results around the end of May or June. A memo was handed out that restates what regulations to follow regarding labeling requirements for electrical equipment.

- L&I compliance inspection for HMC for Public Safety Officer hazards has been appealed in part with the settlement conferences continuing. The union didn't participate in the settlement. This makes it necessary to post the settlement for 10 days prior to a ruling.

Barb McPhee, EH&S Acting Director, reported recent inspections by 2 regulatory agencies:

- The State Department of Health Radiation Unit had 5 inspectors at the UW for a week. The report was good (no health & safety violations at all). However, they did have some security concerns: that certain radiation sources are not secure enough because the security response wasn't fast enough.
- The Federal Aviation Administration, which governs transportation of hazardous materials by air, visited 6 UW shipping centers: APL, 2 Oceanography centers, Mechanical Engineering, Primate Center, and Laboratory Medicine. Not only were there no violations, but the UW was given an award!

Barb also informed members that, following its use, powder from a fire extinguisher is NOT cleaned up by custodial staff. Either your department can clean it up (with advice from EH&S) or a contractor can be asked to do it – for a several hundred dollar fee!

6. Vice Chair, Jack Herndon, adjourned the meeting with a reminder that the May 13th meeting will take place in HUB 106B instead of the UW Club.