UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

May 14, 2008 1:00-2:30 pm – University of Washington Club, Lower Level

In Attendance
Leslie Anderson (1)
Ron Fouty (2)
Pete Federici (2)
Paul Zuchowski (3)
Rich Lee (4)
Stephanie Steppe (4)
Chuck Treser (4)
Sherri Huber (6)
Tracy Harvey (6)
Ken Jones (7)
Stephen Constanti (8)
Michael McMillan (8)
Jack Herndon (9)

In Attendance
Heidi Dlubac (9)
David Zuckerman (10)
Kristian Haapa-aho (11)
Larry Sommers (SEIU 925)
John Freudenthal (UAW 4121)
Elizabeth Dahl (Ex-O, AGO)
Denis Sapiro (EH&S)
David Leonard (EH&S)
Michael Merrill (EH&S)
Carol Garing (Pub. Svcs.)
Andrew Faris (Risk Mgt)
Stuart Cordts (EH&S)

Not Present
Connie Bartlett (1)
Diane Hanks (3)
Ed Farnham (4)
Peter Rackers (5)
Megan Amen (5)
Deborah Conley Staerk (7)
Margery Cooper (10)
Ray Hartman (11)
Paul Bentson (WFSE 1488)
Bill Armstrong (Ex-O, FS)
Elena Williams (Ex-O, RM)

Agenda
1. Call to order
2. Presentation: Andrew Faris – Enterprise Risk Management
3. Group Reports – Union Reports
4. Minutes
5. EH&S Report – L&I inspections
6. Adjournment

Recorded: by Michael Merrill

1. Meeting called to order by Chair, Ron Fouty.

2. Presentation: Andrew Faris – Enterprise Risk Management
Andrew Faris introduced the group to the method of ERM (Enterprise Risk Management) and how this high level initiative got started at the UW. ERM is a holistic
Andrew led the committee in a “risk mapping” exercise to assess the likelihood and impact of 4 safety concerns or “risk statements” identified by an Enterprise Risk Management Occupational Health & Safety work group recently formed by Karen VanDusen, Director of Environmental Health & Safety. For this exercise, students and visitors were considered along with employees. Each member was given an electronic device to cast an anonymous “vote” for the likelihood and impact of occurrence for each risk statement. Vote totals showed on a projector screen followed by a bar graph. This method allowed members to compare their opinion with the group as a whole.

Of the following 4 risk statements, the committee ranked # 3 as the most likely to occur and to have the highest impact from occurrence.

1. Work being done by contractors and other non-employees’ causes illnesses, injuries, exposures to UW employees or students.
2. Environmental releases/excess exposure to physical, chemical, biologic, ionizing and non-ionizing radioactive, and/or other workplace hazards result in faculty, staff, or student illnesses or injuries.
3. Inadequate personal protection, training, monitoring and emergency preparation for researchers, staff and faculty cause short and/or long term safety/health hazards, illnesses or injuries.
4. Insufficient resources to provide comprehensive oversight of workplace and research risks/practices hinders research enterprise and ability to anticipate risks to employees, students, resulting in illnesses or injuries.

The scale for rating likelihood ranged from “rare” to “almost certain.” The scale for rating impact ranged from “insignificant” to “catastrophic” for the following aspects:

1. Injuries
2. Financial loss (in development)
3. Asset loss
4. Interruption of service
5. Reputation and image
6. Performance loss

Andrew asked what controls were NOT in place that would mitigate risk # 3.

The following comments were made:

1. Asbestos Awareness training has been effective for raising awareness.
2. A lot is already in place, but it is hard to get people to use what is available and follow procedures such as reporting incidents in OARS.
3. Many employees seem to have the perception “it won’t happen to me,” and don’t take safety training seriously.
4. There is an accountability problem - training is available but not enforced.
5. How can requirements be enforced BEFORE L&I imposes thousands of dollars in fines?
6. Do Administrators KNOW ABOUT the mandatory asbestos training? (The UW is still formulating how to do this.)
7. Safety Coordinators need more support from their “boss” (Deans, Directors, Chairs, etc.).
8. Department heads need to be “reminded” of their responsibility for Health & Safety Plans and the various safety issues or responsibilities.
9. Faculty meetings “NEVER EVER” discuss safety issues or safety responsibilities. Staff meetings are almost as bad. Safety topics must be brought up on a regular basis, not just a one-time specific issue. Maybe there should be an annual presentation to faculty to discuss their safety responsibilities.
10. Maybe organizational safety committee meetings should mimic the U-Wide and have “group reports” to describe safety activities taking place in different units.
11. Maybe the agenda for every safety committee meeting should contain a safety “line item” to discuss. This might be to share a “safety moment” (maybe not even work related), but would be better to focus on an element from the Departmental Health & Safety Plan.

Finally, Andrew described best practices for “Documenting Internal Controls,” which was included in our handouts. A one-page internal controls worksheet is used to document controls for top risks, then controls are ranked for their effectiveness:

Ranking for effectiveness of controls:
   1. Unsatisfactory: the control needs to be strengthened to reduce the likelihood or impact of risk.
   2. Satisfactory: the control meets or exceeds requirements and reduces likelihood or impact of risk.
   3. Over controlled: the controls are over engineered for the level of risk.

3. Group Reports – Union Reports

   UAW 4121, John Freudenthal reported that there are currently no problems of significance.

   SEIU 925, Larry Sommers also reported no significant problems at the moment.

Group 1, Administration/Other Academic Programs: Leslie Anderson reported reviewing OARS accidents and incidents and April’s U-Wide meeting. The committee is investigating how they might set up a web site at no cost. Each unit is planning to bring its Departmental Health and Safety Plan to the July meeting for a workshop.

Group 2, Finance and Facilities: Ron Fouty reported that his group hosted a presentation by Andrew Faris. The committee is waiting to create a website until after a new Web Master is hired. Minutes were distributed and posted. The group is enlisting help from an administrator to create consistency with their meeting minutes. They reviewed Accident/Incident Reports using a different method than previously.

Group 3, Student Affairs: Paul Zuchowski reported reviewing Accident/Incident Reports and verifying which units are covered by this safety committee.

Group 4, Health Sciences/Hospitals: Stephanie Steppe reported showing slides of some really DUMB unsafe acts. L&I determined that Group 4 safety committee is not in
compliance due to shortcomings in Harborview's participation and election process. Each month, Group 4 must review a large number of OARS cases (~100), so has developed a system of 3 sub-committees that meet on their own and report their findings in regular meetings.


**Group 6**, Arts & Sciences: Sherri Huber reported corrective action follow-up on OARS reports. They participated in the State-wide earthquake drill and worked at identifying units covered by this organizational committee and assigning members to units that are not represented directly.

**Group 7**, UW Bothell: Ken Jones reported meeting yesterday and discussing an accident in which a van was backing up and destroyed a library drop box. The committee made the following suggestions: using a second person as a spotter, relocating the drop box, or painting it a bright color. They also discussed the location for an AED and a safety bulletin board (UW-1 Bldg.). It was discovered that small gas cylinders were being delivered by UPS, so the committee is preventing that from continuing. They also discussed using the OARS system.

**Group 8**, UW Tacoma: Stephen Costanti and Michael McMillan reported having two meetings. Feedback was shared regarding the committee safety fair; OHSO gave a presentation on functions being developed in the new version of OARS. No OARS incidents needed review. It was reported that several people housed in the same building have experienced a bad odor and have gotten sick. About half of the occupants were moved to a different building while possible causes are being investigated. Workplace Violence training is now being provided on the Tacoma campus, making it unnecessary for employees to have to travel to the Seattle campus for this. The committee is educating faculty about what information needs to be in their class syllabuses. CERT trainers will now be available at the Tacoma campus, as well. In August and September, beta-testing will take place for campus safety officers who became certified CERT trainers.

**Group 9**, Engineering: Jack Herndon described the More Hall ammonia leak incident in which a lecture cylinder of anhydrous ammonia fell from its bench clamp and hit the floor. The regulator was damaged and started leaking. Several emergency vehicles responded. During the following safety committee meeting, members walked through More Hall to discuss safety issues present there. The next meeting is tomorrow. EH&S’ new EEOP template is much easier to use. It includes instructions for faculty and Evacuation Wardens. The committee is encouraging units to use the template to update and reorganize their Plans. At the Dean’s request, EH&S and Engineering will meet to develop a new safety section within the faculty syllabus guidelines.

**Group 10**, Forest Resources: David Zuckerman reported the committee is still working on training Evacuation Wardens and collecting Health & Safety Plans from remote sites. They reviewed a couple of OARS reports. A memo is going out to encourage staff to sign up for UW Alert and Workplace Violence Training. A question has come up whether it is safe to breathe mist from Frosh Pond now that a new system is recycling the water. (Denis said the water is tested regularly and has not revealed any problems.)
Group 11, Ocean & Fishery Science: Kristian Haapa-aho reported having no OARS reports to review. The requirement for Workplace Violence Training is now on the staff “radar screen.” Kristian reported a negative experience using the current OARS system. They are looking forward to the new version.

4. April Minutes were approved as written.

5. EH&S Report - L&I Issues

Dave Leonard gave more details on the indoor air quality issue in the 100 year old Tacoma campus building. As the structure is being taken apart, piece by piece, the original odor is becoming more prominent. Uncovered bricks show unknown staining. The University has hired a “forensic architecture” firm to investigate. No chemicals have been identified so far – but moving occupants has proved to be a definite issue.

Denis Sapiro observed that L&I has been pretty active recently.

- Investigation will close next week on the HSB roofing issue of about 4 months ago.
- The University received closing documents for Harborview Public Safety Officers, but violations included one designated “serious” that was not mentioned in the closing conference. The new violation alleges that in September, 2007, appointed members of Group 4 outnumbered elected members. Documentation exists to the contrary and the UW AAG’s Office is appealing this.
- An inspection is taking place in response to a complaint that an operating room nurse covered with a patient’s blood was refused the opportunity to shower and take prophylactic medication. The event occurred in October of last year, but EH&S was not told about it until this April.
- L&I reports that up to 20 Environmental Services Technicians (Custodians) have complained about reacting to a specific cleaning compound. EH&S and L&I are investigating.
- The reporting requirement for hospitalization of UW employees with a work-related injury has changed. Previously, EH&S notification was required within 8 hours when two or more employees were admitted to a hospital. Now notification is required when only one is admitted – even for a short stay. We are reminded that departments are required to inform their employee’s next-of-kin about hospitalization due to a work-related injury. There is no procedure for doing this and contact information may have to be gotten from HR. After hours, departments should contact UW Police.

6. Meeting was adjourned by Ron Fouty.