UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

May 12, 2010 1:00-2:30 pm – UW Club Conference Room

In Attendance
Leslie Anderson (1)
Ron Fouty (2)
Paul Zuchowski (3)
Bob Ennes (4)
Greg Brazil (4)
Chuck Trese (4)
Megan Amen (5)
Sherri Huber (6)
Stephen Costanti (8)
Michael McMillan (8)
Michael Glidden (9)
David Zuckerman10

In Attendance
Liz Kindred (12)
Jimmy Milton (12)
Laura Davenport (SEIU - 925)
Paul Bentson (WFSE 1488)
Elizabeth Dahl (Ex-O, AGO)
Tracey Mosier (Ex-O, FS)
Wendy Winslow-Nason (Ex-O, RM)
Carol Garing (Crtv Com)
Pamela Thomas (Guest)
Joseph Kwok (Guest)
Jude Van Buren EH&S)
David Leonard (EH&S)
Denis Sapiro (EH&S)
Michael Merrill (EH&S)

Not Present
Connie Bartlett (1)
Sterling Luke (2)
Erin Foy (3)
Susie Sargent (5)
John Miller (7)
Ken Jones (7)
Jack Herndon (9)
Kristian Haapa-aho (10)
Paula Minton-Foltz (12)
Rick Gleason (Fac. Senate)
Steve Charvat (UWEM)
Siri McLean (UWEM)

Agenda
1. Call to order
2. Minutes for April
3. Presentation: Accident Investigation
4. Organizational Group Reports
5. L&I Report
6. Adjournment

Recorded: by Michael Merrill

1. Meeting was called to order by Co-Chair, Paul Bentson.

2. April minutes were approved as written.
Joseph first laid some groundwork for his talk:

**Responsibility:**
- It is the supervisor's duty to investigate accidents. This person is usually the most knowledgeable of the work processes, procedures, persons, and industrial relations environment of a particular situation.
- UW Policy: APS 10.3.2(a)(2) “Deans, Directors, Chairs, and Supervisors --- Each of these individuals is responsible for safety performance in their respective units.”
- UW Policy: APS 10.3.3 “…all accidents must be investigated by the supervisor of the employee(s) involved and findings and corrective action reported on the appropriate University incident/accident report form.”

**Reporting:**
- Rescue and/or medical response to accident are the first priorities, before investigation and reporting.
- All incidents must be reported to EH&S within 24 hours - even near misses – using the Online Accident Reporting System (OARS).
- All fatal, possibly fatal, or in-patient hospitalizations of an employee due to an on-the-job incident must be reported immediately to EH&S who must subsequently report it to L&I within 8 hours (WAC 296-800-32005). (Delayed fatalities or hospitalizations up to 30 days later must also be immediately reported.) Late reporting may result in L&I citation.
- Special reporting requirements are required for:
  - Workplace violence (follow UW Workplace Violence Policy)
  - Collisions / UW Vehicles accidents (report to the UWPD and Fleet Services Office within 24 hours)
  - Bloodborne pathogen exposure (follow your departmental procedures, notify designated staff, and immediately seek medical attention.)

**Confidentiality rules apply in the following situations:**
- Injury/Illness to an intimate body part or to the reproductive system
- Injury/Illness resulting from sexual assault
- Mental illness
- Case of HIV infection, hepatitis, or tuberculosis
- Needle-stick injury or cut from sharp object that is contaminated with blood or other potentially infectious material (see 29CFR Part 1904.8) or
- Other illnesses, if the employee independently and voluntarily requests that his/her name not be entered on the log.

**Accident Investigation - Multi Step Process:**
1. Collect information
   - Gather physical evidence
   - Interview witnesses
   - Reenact accident (without a repeat injury!)
2. Analyze all causes – find root causes
   - Equipment
   - Environment
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3. Develop corrective action control “hit list”
   • Eliminate the hazard
   • Substitute a less hazardous material
   • Use engineering controls (e.g. erect a guardrail)
   • Use administrative controls (e.g. develop SOP)
   • Use personal protective equipment

4. Health & safety executive’s decision-making process for recommendations:
   • Duty of employer: “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.”
   • As far as is reasonably practicable implies that a computation is made by the employer in which the quantum of risk is placed on one side of a scale and the sacrifice in the measures necessary to avert the risk (whether in money, time or trouble) is placed on the other.
   • Reasonably practicable
   o Does not mean that every measure that could possibly be taken (however theoretical) to reduce risk must be taken.
   o Ensuring that risks are reduced ALARP does not mean there will be no accidents or ill health. (ALARP=as low as reasonably practicable.)

5. Take corrective action and monitor:
   • Recommended corrective action is just an intangible thought unless it is properly executed.
   • Monitor results.

Serious injury accident investigation for death, near-death, or hospitalization:
1. Make sure that any equipment involved in the accident is not moved (except to remove victim or to prevent further injuries), and
2. Assign persons to assist L&I investigators who arrive at the scene, including:
   • The person assigned by the employer
   • The immediate supervisor
   • Witnesses
   • Any employee representatives
   • Any other person who has the experience and skills

4. Committee (HSC) and Union Reports

HSC 1, Administration/Other Academic Programs: Leslie Anderson reported meeting that morning. Siri McLean from the UW Office of Emergency Management provided the second of four training sessions. This one focused on emergency preparedness kits. A field trip is scheduled for the August meeting.

HSC 2, Finance and Facilities: Ron Fouty reported meeting on 4/8/10. Their committee decided to follow the U-Wide example and use name placards at meetings. They reviewed committee and U-Wide minutes as well as recent accident reports. Discussions included upcoming earthquake and EOC drills and the importance of being current on the required General Asbestos Awareness Training.
HSC 3, Student Affairs: Paul Zuchowski reported meeting yesterday and reviewing accident/incident reports. They have developed an e-mail response to supervisors who submitted incomplete accident reports. The message includes links to pertinent information for completing the form correctly. The rest of their meeting was devoted to scheduling future meeting locations due to closure of the HUB in July for renovation. A new Health & Safety Plan will need to be developed for their new building. Laura Davenport offered assistance. She helped develop a Plan in the past for the same building.

HSC 4, Health Sciences: Bob Ennes reported that Dave Leonard gave a presentation on issues associated with the UW program for designated smoking areas. The UWPD is increasing enforcement (administrators will be notified first). Discussions included incorrect storage in corridors in the Magnuson Health Sciences Building and a new SOP for using a cryostat. They also reviewed 25 accident reports, 5 involving animals and one involving response to a flooding. Future meeting topics were also discussed.

HSC 5, Built Environments: Meegan Amen reported that the College lost all its Emergency Assembly Point (EAP) locations due to nearby construction and other secondary uses of space. They are exploring possible replacement sites for these EAPs. The wood shop completed its safety plan and will share it with other faculty. A current challenge has been figuring out how to coordinate building evacuation plans with other (unknown) occupiers of spaces in College of the Environment buildings. These spaces are controlled by Classroom Support Services and are constantly changing throughout the year.

Note: Denis Sapiro commented that EAPs have also been lost due to renovation of the HUB. Darren Branum from EH&S is exploring replacement possibilities. Hall Health Center will be able to use the same EAP, but the Libraries, Sieg Hall, etc. will not.

HSC 6, Arts & Sciences: Tracey Harvey reported that the New Chemistry Building experienced an emergency evacuation a couple of hours before their last meeting and field trip - both of which were scheduled in the same building. They were able to re-enter just in time for their meeting! Accident reports were reviewed, including several for the same indoor air quality situation at the Burke Museum. The rest of the meeting was devoted to review of the EH&S Health & Safety Plan online template.

HSC 7, UW Bothell: Dave Leonard reported for members who were unable to attend. They reviewed the requirement for General Asbestos Awareness Training. Currently, Bothell represents about 12% of the total UW student population. It’s estimated that this percentage will double by 2020.

HSC 8, UW Tacoma: Steve Costanti reported not having their next meeting, yet.

HSC 9, Engineering: Michael Glidden reported reviewing procedures for building safety. Lab supplies transported in and out of the building must not obstruct egress. The procedure for safely disposing of broken glass was also reviewed.
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HSC 10, College of the Environment: David Zuckerman reported that UWPD’s Dave Girts gave an excellent presentation on Workplace Violence Prevention. David highly recommends this training.

HSC 11, (currently vacant)

HSC 12, UW Medicine: Liz Kindred reported that Shari Spung gave a summary report for UWMC Workers’ Compensation in 2009. The top three causes:
1. Bloodborne pathogen exposure
2. Slip/trip/fall
3. Workplace violence, mostly from patients.
These three accounted for about 72% of all claims – about 50 per month. UWMC is looking at increasing education/training and implementing new engineering controls.

SEIU: Laura Davenport reported that things have been pretty quiet. A new representative needs to be chosen to replace Mike Steer at Bothell.

WFSE: Paul Bentson had a question about the recognized procedure at Harborview for bringing up unsafe situations, the time frame and sequential steps. Denis replied that “it’s all relative.” Usually a situation is brought up first in a local work group. Then, if unresolved, it can be brought to the HMC safety committee and, if necessary, on to the HSC-12 organizational committee. Any time in the process EH&S can be involved.

Faculty Senate: not present.

5. L&I Report for February:

- L&I DOSH investigated through a Phone/Fax a complaint about the potential exposure to employees from dirty equipment pickups at HMC. EH&S and Central Processing prepared written procedures and training documents to clarify protective measures for employees. L&I was happy with the information. Employees were not harmed and were not at risk to bloodborne pathogens when they followed training and procedures. No citation issued.
- L&I DOSH continues investigation of the hospitalization accident from a monkey bite in the primate center. They have asked for a 5-year history of monkey bites and also a 5-year history of discipline for bites. This comes to about 25 cases. Affected parties are being interviewed to find out what discipline took place. The bite inspection has been expanded to include an unrelated incident involving a fall down a staircase at Foege. They looked at the stairs and talked with the employee. Hospitalization was reported 5 days later. (Hospitalizations still need to be reported up to 30 days following an accident.)
- L&I is not requesting any more information on the dust exposure to an employee at UWMC in the Neonatal ICU from construction. It appears there were no safety violations and the case has closed.
- L&I is requesting information on an elevator incident at HMC where a nurse transporting a patient injured her back as the elevator jerked. The investigation was completed and the elevator did not “fall” as perceived. These new elevator controls switch to the destination floor when they start moving indicating the elevator has advanced a floor. When the elevator jerked to a stop it seemed to
have fallen. The indicator light returned to the floor of origin, reinforcing the sensation that there had been a fall. The nurse did suffer from the jerking of the elevator which had to have brakes adjusted to reduce the jerks.

- UW response to L&I on the golf cart citations has been re-issued due to a legal technicality. No assessment was made. Two training videos have been purchased on golf cart safety. A draft APS procedure has been written and is under review.

- L&I DOSH is investigating through a Phone/Fax a complaint about the potential exposure to Facilities Services employees from the use of a Twist N Fill product in a bucket with potentially less than required personal protective equipment. Initial EH&S and Facilities Services investigations show that there was no additional exposure risk to custodians since the bucket was filled with diluted solution through the approved dispensing system. The manufacturer has stated that the product can be used in this manner with no additional risk to the employee. Use of a bucket just represents a different method. The case should close next month.

- A new L&I inspection was started May 11th at HMC over Public Safety Officer issues including “Use of Force and Training” and “Weapons Screening” prior to the ED waiting room 8 PM to 5 AM. L&I plans to “job shadow” officers and review paperwork.

6. Co-Chair, Paul Bentson, adjourned the meeting.