UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

June 11, 2008 1:00-2:30 pm – University of Washington Club, Lower Level

Agenda
1. Call to order
2. Minutes
5. Group Reports – Union Reports
6. EH&S Report – L&I inspections
7. Adjournment
8. Attachment: Sample of accident investigation form for safety committees

Recorded: by Michael Merrill

1. Meeting called to order by Vice-Chair, Jack Herndon.
2. May Minutes were approved as amended by Andrew Faris.

3. Presentation: Joshua Kavanagh – Powered Bike Safety Program
The Director of UW Transportation Services, Josh Kavanagh, described a pilot program on the Seattle campus this fall for powered-bike sharing. This program, which will be incorporated into the ZipCar system, will be the first of its kind at an American University.

Discussion began about nine months ago when the Washington Dept. of Transportation invited the UW to see a first-of-its-kind vehicle which merged several existing technologies. A partnership developed between the two organizations to provide the powered-bike sharing program to help reduce pollution and discourage car-commuting.

The University is purchasing a fleet of 40 electric bicycles from the Boulder, Colorado-based company Intrigo. Students, faculty and staff will be able to check out the bikes from any of four stations around campus using a key-and-pin system. They run on people-power, but also have an electrical battery with a 25-mile range for folks who’d prefer not to pedal, or who just want a little extra help on the hills. Built-in devices will track bikes that experience mechanical difficulties or are not returned. On demand usage includes 1-way trips, so bikes in the system will be periodically “re-balanced” to ensure adequate supply at each location. Safety and liability issues are being addressed and an aggressive maintenance cycle will be maintained. This is a very labor intensive program that is not subsidized.

The four kiosk stations will be located at:
   1. Underutilized bike rack area near HSB J-Wing
   3. Near residence halls – an experimental site
   4. The UW Tower

Membership into the program, at low- or no-cost, will include watching a short video that emphasizes wearing a helmet and rules-of-the-road in addition to practical usage. A gift helmet will go to every participant (the initial idea of using disposable “skull caps” - for public health reasons - was discarded). The membership requirement is good from a safety perspective since it provides a defined user group. A U-Pass won’t necessarily be needed.

Three devices were considered for the pilot: E-Bikes, E-Scooters, and Segways. Segways are not ideal for the UW because of the learning curve needed to use them. E-Scooters have center of gravity issues. Of the three, E-Bikes were determined to be the best choice from a safety perspective since the basic bike design is already familiar to most people. The specific bike chosen provided a nice gateway model for the program.

Question: Jack Herndon: “Will the program drop users who are cited for not wearing a helmet?”
Answer: “The Vendor and the UW will have to figure out where the “line” is for irresponsible behavior.”
Question: Stephanie Steppe: What will be the rate?
Answer: “It is still being decided, but a ceiling is likely. A similar program at Children’s Hospital will provide the first half hour free, but the UW might not be able to afford that. The UW is planning no cash outflow beyond grants and fees. Current thinking is to charge in quarter-hour increments which make for a “$1 decision” to use it for a particular trip. The UW will allow no advertising on the bikes to offset costs. This program is aimed at only one segment of the market, coordinating with KC-Metro.

Question: “What is the start date?”
Answer: “Delivery of bikes and racks is scheduled for August with installation in September. The goal is to be “alive” by Fall Quarter or, at least, during the Quarter.

Question: “Are trikes being considered?”
Answer: “Possibly at some point, but not now.”

E-mail Joshua Kavanagh (joshkav@u.washington.edu) for more information. A copy of the training video is available.

EH&S Safety Professional, Joseph Kwok, described what is expected of UW supervisors to investigate accidents. Basic requirements are found in the UW Administrative Policy Statement (APS) 10.3.2 and 10.3.3.
“(a)(2) Deans, Directors, Chairs, and Supervisors---- Each of these individuals is responsible for safety performance in their respective units.
……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.”
The front-line supervisor creates the safety culture. Reporting and corrective action is central to this culture.

First, perform rescue and/or medical treatments immediately - before reporting or investigating an accident.

Report to EH&S within **24 hours** – whether bodily injury, property damage, or a near miss.

Report to EH&S within **8 hours** in these circumstances (WAC 296-800-32005):
• Fatal or possibly fatal injury
• Injury causing in-patient hospitalization of any employee
• Either of these that occur within **30 days** must also be reported to EH&S.

Special reporting requirements:
• Workplace violence – follow UW policy
• Vehicle collisions – report to UWPD and Fleet Services within 24 hours
• Bloodborne pathogens – follow departmental procedures; seek immediate medical attention

Confidentiality may be requested in OARS for these circumstances:
• Injury/illness to an intimate body part or to the reproductive system
• Injury/illness resulting from sexual assault
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- Mental illness, infection of HIV, hepatitis or tuberculosis
- Needle stick injury or cut from an object contaminated with blood or other potentially infectious material (see 29CFR Part 1904.8 for definition)
- Other illnesses, if the request is reasonable

Investigate all near misses: an uncorrected hazard could cause an injury in different circumstances.

Six-Step Investigation Process:
1. Collect information: physical evidence (secure site and do not disturb evidence if investigation is expected for serious accident); interview witnesses
2. Consider root causes (equipment, environment, procedures/policies, personnel - such as training)
3. Assess future accident potential
4. Develop corrective action (in order of preference):
   - Eliminate hazard
   - Substitute a less hazardous material or procedure
   - Engineering controls
   - Administrative controls, such as training, workload, or getting help
   - Personal Protective Equipment - last resort if the previous options don't work
5. Report data and recommendations
6. Take corrective action and monitor

Ideally, accident investigation should be conducted by someone who is knowledgeable of the work processes, procedures, persons, and industrial relations environment of a particular situation.

The “tricky” part of investigation is how to accomplish it when you’re not the supervisor. Some ideas for addressing this is:
- Use small department-based safety teams – these employees are knowledgeable about the site, procedures and personnel
- Invite members of the department experiencing the accident to an organizational safety committee meeting
- Consult Industrial Hygienists assigned by EH&S to that organization.

5. Group Reports – Union Reports

Group 1, Administration/Other Academic Programs: Leslie Anderson reported reviewing OARS accidents and incidents and May’s U-Wide meeting. The committee set up a UW hosted web site at no cost to them. Contact her for information on how to do this for your committee. The group discussed the possible impact of the CERT program being discontinued. Each unit is planning to bring its Departmental Health and Safety Plan to the July meeting for a workshop.

Group 2, Finance and Facilities: Pete Federici reported that his group will meet tomorrow.

Group 3, Student Affairs: Paul Zuchowski reported that they will meet next week.
Group 4, Health Sciences/Hospitals: Stephanie Steppe reported discussing updates of unit Health & Safety Plans and the recent electrician accident. Organization of the three incident/accident sub-committees is being adjusted based on L&I requirements. Evacuation Warden training is back and running.

Group 5, Architecture & Urban Planning: Peter Rackers reported that his committee is preparing a plan for addressing safety for Fall Quarter.

Group 6, Arts & Sciences: Tracy Harvey reported her group reviewed incident/accident reports and discussed how to follow up with supervisors when the report is incomplete and corrective action is not stated. Since EH&S may also be working on it, they agreed to consult with Alex Peck, the EH&S Industrial Hygienist assigned to the College, before proceeding.

Group 7, UW Bothell: Ken Jones reported meeting yesterday. They discussed several old and new items and reviewed one minor accident report. Charles Easterberg, UW Sanitarian from EH&S gave them an entertaining presentation on food-borne illness (including a jarred exhibit of disgusting things found in people’s food). They discussed the U-Wide meeting their Committee will be hosting in September. Seattle members are encouraged to take the #372 bus to the Bothell campus.

Group 8, UW Tacoma: Michael McMillan reported they will meet tomorrow. The committee is still developing the documents they will use to educate faculty about what information needs to be in their class syllabuses. They are also still working on plans to beta-test training provided in Tacoma by newly CERT-trained campus safety officers. And … one more newsworthy item: Michael just got married!

Group 9, Engineering: Jack Herndon reported discussing the subject of Enterprise Risk Management from the previous U-Wide meeting. Several members held a special meeting with folks from EH&S regarding development of a new safety section within the faculty syllabus guidelines. They also discussed continuation of the CERT program in Engineering with support from the Dean’s Office. They are collecting names of people who were trained and interested. Follow-up was discussed for OARS reports and for updating EEOPs in all departments using the revised EH&S template.

Group 10, Forest Resources: David Zuckerman reported the committee discussed one OARS report. An all-college memo was sent explaining L&I’s requirement to take general asbestos awareness training. The requirement for Workplace Violence training every 2 years was also discussed, including how and who should maintain training records. Concern was expressed again for potential health hazards of spray from Drumheller fountain.

Group 11, Ocean & Fishery Science: Ray Hartman reported his group expected “word from the top” requiring Workplace Violence Training every 2 years. Since virtually all research in their group is done by grant money, and task time is carefully accounted for, they were wondering how to track time spent for safety training such as WPV.
WFSE 1488, Paul Bentson reported questions about compliance with the NFPA 70E code. HMC has requested Engineering Consultation and Paul would like to know how other campuses offer training, online procedures, etc. Denis will talk with him individually.

UAW 4121, not present.

SEIU 925, not present.

6. EH&S Report - L&I Issues for the month of May
   - Floor care training aids and online training are being translated into 5 other languages.
   - L&I compliance inspection at HMC for public safety officer hazards has been appealed in part. While the appeal is pending, HMC has taken corrective actions including: applying for a variance; additional Blood-Borne Pathogen training and modification to online training to meet the regulations; all Public Safety Officers are attending five different training classes; two new SOPs have been issued concerning reporting of unsafe conditions and emergencies and accident investigation; Group 4 has started a new program of accident report reviews using three subcommittees.
   - Closure for the roof fall protection inspection has been rescheduled to July 1.
   - The HMC Operating Room inspection was closed with no violations found. The final report will include a message about use of eye protection and all employees encouraging others to wear required eye protection.
   - The HMC Environmental Services Technicians floor care and floor cleaning indoor air quality inspection is continuing.
   - A fatality in the School of Dentistry is being investigated as an accidental death. We don’t anticipate a citation.
   - New L&I Regulation - a new permanent workplace rule to protect workers from outdoor heat exposure was filed on June 4, 2008. The rule was in effect last year as an “emergency rule” but will be effective on July 5th, 2008 as a “final rule.” EH&S is sending people to train-the-trainer training. A PowerPoint presentation is being developed and heat stress will be added to the online template for Departmental Health & Safety Plans. This rule affects all committees. For more information, see http://www.lni.wa.gov/safety/topics/atoz/heatstress/default.asp

7. Meeting was adjourned by Jack Herndon.

8. Sample accident investigation form (courtesy of Group 4) on the following 2 pages:
April 24, 2008

TO:  (Supervisor’s Name)  
     (Supervisor’s Department)  
     (Supervisor’s Box Number)

FROM: Stephanie K. Steppe  
       Director

SUBJECT: Incident/Accident Reports

As the director of Health Sciences facilities, I have an on-going role on the Group 4 Health & Safety Committee. The main responsibilities of this committee are:

- To review safety and health inspection reports, to assist in correction of identified unsafe conditions or practices;
- To evaluate the UW accident and illness prevention program; and
- To evaluate accident investigations to determine if the cause of the unsafe act or condition was properly identified and corrected.

During the review of the Incident/Accident reports, the committee looks for the type of accident or incident, the causes, the results, the recommended changes, and any follow-up actions involved.

In the review of the attached report, we note that there is:

_____ an unclear description of the accident or incident
_____ no supervisory comment
_____ an unclear resolution of accident or incident

The I/A report is a formal mechanism to document accidents (where someone is injured) and incidents (no injury, but possibility for serious problems). It is important for a supervisor to discuss all aspects of the situation with the employee and to take any remedial action to ensure that the accident is not repeated and the work environment is as safe as possible.

(Supervisor’s Name)  
(Date)  
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The campus safety committees are not investigation units, but rather concerned individuals who work together to help supervisors and employees promote a safe and healthy work environment. Because the attached report did not provide a complete picture of the incident or its resolution, the committee was not comfortable that the unsafe condition has been resolved. We would appreciate it if you would review the I/A report again and clarify the missing information; you may attach another piece of paper if additional space is required. If you need further clarification on how best to complete the I/A report, please contact Environmental Health & Safety.

Your prompt attention to this situation is greatly appreciated. You may respond by email with the updated information or return the revised report to me within the next 10 days.

Enclosure

Additional Information added by Denis Sapiro:

L&I required reporting and documenting can be found at:
http://lni.wa.gov/wisha/rules/corerules/HTML/296-800-320.htm#WAC296-800-32025
This link gives the new 8 hour requirement for reporting any hospitalization of even one employee.

Supervisor investigations and corrective action to prevent a reoccurrence should be documented in the narrative section of the OARS report.

Supervisor accidents reports need to be completed within 7 days to comply with state and federal reporting requirements for the OSHA 300 log.