UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

July 11, 2007 1:00-2:30 pm
Student Union Building HUB 209-B

Membership:

Group 1 ➢ Robin Wood
         ➢ Jon Organ

Group 2 ➢ Ron Fouty

Group 3 Diane Hanks
       Paul Zuchowski

Group 4 Gwen Rikansrud ★
       ➢ Stephanie Steppe
              Julie Worlein ★

Group 5 Barbara Masaki
        Carole Davison

Group 6 ➢ Sheri Huber
         Tracy Harvey

Group 7 Deborah Conley Staerk
        Clay Horton

Group 8 Joe Chynoweth

Group 9 ➢ Jack Herndon
         Tracy Erbeck

Group 10 David Zuckerman
        ? Margery Cooper

Group 11 Laurie Bryan
        Kathleen Newell
        ➢ Charlotte Boynton

SEIU 925, AFL-CIO Larry Sommers

Ex-Officio:
➢ Eileen Huang for Elizabeth Dahl -- Attorney General’s Office
➢ Anne Guthrie – Facilities Services
➢ Dave Weaver– Risk Management

Other Attendees: Denis Sapiro – Environmental Health & Safety
                 Karen VanDusen – Environmental Health & Safety
1. Call to order

Chair Robin Wood called the meeting to order and introduced Eileen Huang who was substituting for Elizabeth Dahl from the Attorney Generals Office. Dave Leonard announced that one of the topics considered for this meeting was “heat safety,” which would have been very appropriate for such a hot day. Maybe we'll talk about it next time.

2. Minutes

Since a quorum was not present, the Committee deferred approval of the May Minutes until the next meeting. The Committee was in agreement to cancel the August meeting, so the next meeting date will be September 12th.

3. Presentation: Enterprise Risk Management (ERM)

Dave Leonard introduced Kelly Kahl. For Kerry’s benefit he described the structure of the UW safety committee system and the part played by the U-Wide Committee. Then everyone introduced themselves around the table.

Kerry distributed a handout and then described the origin of Enterprise Risk Management (ERM). When President Emmert was just starting out, the University was dealing with some major compliance issues, such as the UW Medicine Federal billing investigation in which the UW settled for $35 million, and the NCAA scandal involving athletics, gambling and prescription drugs which resulted in the firing of football coach Rick Nueheisel.

Emmert is quoted as saying:
A strong model for compliance and risk management which encourages a culture of deserved trust is important to:

- Minimize threats to UW's leadership role in research and education
- Protect our decentralized, collaborative and entrepreneurial culture
- Ensure stewardship of resources is effective
- Mitigate negative influences on UW-wide reputation and resources

We must develop a new common language – a new way of thinking - around compliance and risk management – one that is easy to use yet produces powerful results. ERM integrates risk into strategic deliberations, which identify the interrelation of risk factors across an organization’s activities. Characteristics include:

- Assessing risk in the context of strategic objectives
- Viewing risk holistically, not functionally
- Covering all risk types: compliance, financial, operational and strategic
- Fostering a common awareness that allows individuals to focus their attention on risk with strategic impact.

Risk assessments for 2006-2007 include ERM Reports to the President’s Advisory Committee concerning the following:
- IT Security (high risk)
- Global Activities
- Environmental Pollution
- Safety of Students
- Post-Award Research Financial Administration
- Compliance Risk Map
- Institution-wide Risk Map

Karen VanDusen has participated in four specific risk areas:
- Environmental Pollution
- Asbestos
- Compliance Council
- Safety of Students

A pie chart in Kerry’s handout states that the root causes of UW noncompliance stem from “persistent weaknesses” in:
- Leadership (29%)
- Organization (28%)
- Culture (27%)
- Knowledge (16%)
The original 2005 Review Committee, led by V’Ella Warren and David Hodge, recommended:

- Establishing an integrated approach called ERM
- Forming a President’s Advisory Committee to oversee and improve UW culture of compliance to:
  - Debate risks of strategic importance
  - Focus on early identification
  - Sponsor education and other mitigation
- Creating a Compliance Council to bring experts together to share information and advise the President’s Advisory Committee to:
  - Identify emerging compliance issues
  - Ensure good information is available to campuses
  - Recommend safe, easy, effective ways to report problems
- Evaluate and implement operational improvements by:
  - Maintaining a strong internal audit function
  - Conducting formal risk assessments to advise senior leaders
  - Adopting self-assessment tools for campus units
  - Analyzing risk benchmarks and trends

The President’s Advisory Committee on Enterprise Risk Management includes:

- Provost
- Deans
- Faculty
- Students
- Medical Centers/ICA
- Budget
- Key Vice Presidents/Provosts
- Tacoma/Bothell
- Attorney General

It is now led by V’Ella Warren.

The primary tool used for risk assessment is a visual array called a “risk map.” Kerry used the Pollution Summary to illustrate how this works (see handout). The Risk Map ranks measures of likelihood (from rare to almost certain) against measures of impact (injuries, financial loss, asset loss, interruption of services, reputation and images, performance loss).

Important to note:

- Definition is an important step.
- Mitigation is addressed later in the process – not in the risk map stage.
- The UW institutional risk map consists of a “roll up” of the top 5 risks analyzed.
- Kerry described one assessment which evaluated the faculty “effort certification” process.
- The use of ERM is widespread: frequently used by business – and required by financial institutions such as banks.
- Some topics (e.g., safety) are very diffuse.
- A self assessment risk mapping tool is targeted for completion in mid-2008.
• An anonymous Hotline is planned.

4. Presentation: Mandatory Annual Fire Drills
Robert Schadel reported that the Seattle Fire Code was recently revised to include the 2006 International Fire Code. (Seattle was given one year to comply.) One important change requires annual fire drills for buildings with over 500 occupants. This affects a number of buildings on the UW campus. UW residence halls already conduct drills on a quarterly basis. Focus will be on emergency preparedness, training, proper evacuation and post-evacuation assembly. Drills that take place should be documented.

To implement this change, the EH&S Facility Safety Office would like to hear from departments interested in scheduling evacuation drills. Priority will be given to science and engineering labs and buildings on the ATC-20 list (results of a seismic/structural assessment of buildings after an earthquake, using FEMA methodology to identify unsafe or partially damaged buildings).

During the scheduling process, departments will be asked about their Emergency Evacuation and Operations Plan (EEOP) and their Departmental Health & Safety Plan.

Question: If a department adds an evacuation component to their April Earthquake “duck and cover” drill, would this satisfy the requirement for a “fire drill?” Robert will research this question.

5. Discussion: Safety Committee Elections
Michael Merrill from EH&S briefly described the main points in the election process for organizational safety committees. Elections are coming up soon, beginning in September. Results will be reported in December, 2007. (The next 2-year term runs from January 2008 through December 2009.) Handouts included a description of the election process and a time-line chart. Call Michael with election questions or suggestions for training in January (206) 221-2852.

6. EH&S Report:
Karen VanDusen updated the group on Automated External Defibrillators (AED). The policy group met recently and agreed to recognize only the ones in police cars as “official”. A key issue is that it’s crucial for qualified medical backup be available immediately after an AED is used. Medic One, for instance, prefers (1) 911, (2) CPR, and (3) AED in that order. Unofficial AEDs present a risk to the University, so recognizing that some units will want to acquire them anyway, the policy committee plans this summer to develop legal guidelines to cover such things as training and maintenance. The guidelines will become available after undergoing stakeholder review.

More signage will be added to campus grounds to inform smokers that the UW is smoke-free except for designated areas.
University-Wide Health & Safety Committee  
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There is a new Homeland Security law that will include higher education, even though it was targeted for chemical facilities. It is very important for labs to make sure MyChem is kept up-to-date on their inventories.

The Montlake Landfill is continuing to generate methane. Methane monitoring is ongoing and additional methane venting systems will be installed over the next few months. These are put in place to assure there is no build up of methane that could cause a safety hazard.

7. Group Reports:

Due to lack of time this part of the meeting was postponed until the September meeting.

8. Adjournment