UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE  
MEETING MINUTES  
July 9, 2008 1:00-2:30 pm – University of Washington Club, Lower Level

**In Attendance**
- Connie Bartlett (1)
- Leslie Anderson (1)
- Ron Fouty (2)
- Paul Zuchowski (3)
- Ed Farnham (4)
- Megan Amen (5)
- Susan Sargent (5)
- Sherri Huber (6)
- Ken Jones (7)
- Stephen Costanti (8)
- Jack Herndon (9)

**In Attendance**
- David Zuckerman (10)
- Ray Hartman (11)
- Paul Bentson (WFSE 1488)
- Elizabeth Dahl (Ex-O, AGO)
- Steve Charvat (UWEM)
- Denis Sapiro (EH&S)
- Michael Merrill (EH&S)
- Carol Garing (Creative Com)
- Karen VanDusen (EH&S)
- Chuck Tresor (4)

**Not Present**
- Pete Federici (2)
- Diane Hanks (3)
- Rich Lee (4)
- Stephanie Steppe (4)
- Peter Rackers (5)
- Jan Whittington (5)
- Tracy Harvey (6)
- Deborah Conley Staerk (7)
- Michael McMillan (8)
- Heidi Dlubac (9)
- Margery Cooper (10)
- Kristian Haapa-aho (11)
- Larry Sommers (SEIU 925)
- John Freudenthal (UAW 4121)
- Elena Williams (Ex-O, RM)
- Bill Armstrong (Ex-O, FS)
- David Leonard (EH&S)
- Bob Ennes (4)

**Agenda**
1. Call to order
2. Minutes
4. Group Reports – Union Reports
5. EH&S Report – L&I inspections
6. Adjournment

Recorded: by Michael Merrill
1. Meeting called to order by Chair, Ron Fouty. Members and guests introduced themselves.

2. June Minutes were approved as amended by Paul Zuchowski with typo correction on page 5.

   Joseph first reviewed complaints about the previous (current) OARS system. He then described the process of selecting a company to develop a better version. The company eventually chosen was the same one that produced the original OARS. This company is eager to convert the UW into a happy customer, promised an “intelligent product,” and offered a discount. The company also has the advantage of already having great familiarity with both the system and the complaints.

   For the rest of the presentation, Joseph walked members through the capabilities of each portion of the new report by inputting typical kinds of data and answering questions.

4. Group Reports – Union Reports

   Group 1, Administration/Other Academic Programs: Leslie Anderson reported meeting that morning. One OARS report was reviewed. Leslie asked the group for ideas how to improve security of an “open” public building. Gerberding Hall has experienced several thefts of electronic devices shortly after doors are unlocked in the morning. There is no central reception area, and few staff are present that time of day. Some ideas from members included having the UWPD do a security review of the building, and having building “watchers” send e-mail alerts to occupants when suspicious persons are spotted or a theft is discovered in the building.

   Leslie said her group was also wondering what role EH&S played in alerting executive heads of organizational committees to safety information and regulatory requirements that need to be passed on through committees. She asked how other committees worked/interacted with their executive heads. Ron Fouty said Group 2 forwards meeting minutes to its executive head.

   Leslie described the way her committee was able to set up a web site for free using an account hosted by the University. She proposed that EH&S offer a centralized “template” on its website for all safety committees to be able to do the same thing.

   Group 2, Finance and Facilities: Ron Fouty reported his group met on 6/12 and reviewed OARS reports. They use hard copies to make it easier for members to review details. Reps were asked to follow-up on some incomplete cases. Paul Zuchowski offered that none of the 3 reports they had last month showed supervisor action. Ron said there was an “unscheduled evacuation drill” in one of the downtown buildings. The Treasury Dept. has started putting together a violence protection program. His committee got good participation in the earthquake drill earlier this year. Their next meeting is tomorrow. The election process for Facilities Services is about 1/3 of the way through. There was a detailed discussion of facts concerning Robin Wood’s new grandson!
Group 3, Student Affairs: Paul Zuchowski reported that they will meet next week.

Group 4, Health Sciences/Hospitals: Ed Farnham announced that Stephanie Steppe was retiring after 34 years at the University! Bob Ennes will assume her position as HSA appointee, but a new Chair will be elected. In their June meeting, Joseph Kwok gave a presentation and emergency procedures were outlined in a PowerPoint presentation developed by Rene’ Lucas.

Group 5, Architecture & Urban Planning: Meegan Amen reported having fire extinguisher training yesterday for all staff. Building corridors are being cleared of items that have accumulated over the years. The committee will present safety topics (such as the CAUP Health & Safety Plan) with new people in Fall Quarter. Fifteen minutes will be devoted to security and health & safety during the student social. A flyer is being designed using color coding.

Group 6, Arts & Sciences: Sherri Huber reported her group met and reviewed incident/accident reports. They are currently updating their organization contact list.

Group 7, UW Bothell: Ken Jones reported meeting yesterday with no accident reports to discuss. Signage on campus was reviewed, prompted by 3 construction projects taking place. They are looking forward to hosting the U-Wide meeting in September.

Group 8, UW Tacoma: Stephen Costanti reported the campus emergency plan (3 pages). There were no OARS reports to review.

Group 9, Engineering: Jack Herndon reported meeting on the 12th. They had only 1 OARS report to review. The committee discussed organizing an internal Engineering CERT team. They are waiting for responses to an e-mail message they sent to previous members inviting them to participate. Jay Herzmark talked about Lockout-Tagout (LOTO) issues and a recent incident in which procedures weren’t followed. He reminded us that LOTO training is necessary for anyone working with stored energy of any kind, not just electricity.

Group 10, Forest Resources: David Zuckerman reported the Committee discussed one OARS report, recommending the use of gloves to help prevent smashed fingers. Evacuation wardens are being trained and equipment is being acquired (caps, vests, etc.). The Committee is also addressing communication with remote worksites.

Group 11, Ocean & Fishery Science: Ray Hartman reported their committee website is close to being finished. No injuries resulted from the recent fire due to an overheated battery charger. The charger is stored in a “bomb bag” as required by the manufacturer. The bag contained the fire.

WFSE 1488, Paul Bentson left before this part of the meeting.

UAW 4121, not present.

SEIU 925, not present.
5. EH&S Report
Karen VanDusen brought the group up-to-date on a number of topics:

- Stephanie Steppe is retiring after 34 years at the University – she has done a great job and will be missed!
- EH&S Fire Safety Program will present a fire safety academy in residence halls (about 2 days) including practice in simulated smoke-filled hallways.
- The 81/2 million gallons of sewage that was accidentally diverted into the Montlake Slough has been cleaned up. Restoration has been planned to leave the site better than previously. The cause of the spill was unusual – a work crew was using plans that had not been updated since a remodel, so inadvertently turned a valve which diverted sewage down the wrong pipe.
- New emergency drills are being required – we'll hear more about this later.
- There has been good response to the new online general asbestos awareness training.
- The City Council decision to have increased oversight of biomedical labs (biosafety levels 2, 3, and 4) has been postponed. More meetings on the issue are scheduled.
- Karen thanked the Committee for its participation in the Enterprise Risk Management (ERM) exercise for Occupational Health & Safety. (The top concerns will be sent to you as e-mail attachments (a PowerPoint® presentation and a chart).

Denis Sapiro referred to documents in our handouts.
1. Reply memo to Ron Fouty and Stephanie Steppe regarding questions that were raised at the last meeting regarding electrician safety. A Union Grievance has been filed, which effectively puts EH&S on the sidelines. L&I has investigated the question regarding re-licensing electricians and determined that employers don’t need to have electricians licensed when working on the employer’s own buildings.
2. Electrical Permitting is another issue the Union has raised with State and City.
3. The accident investigation by EH&S regarding the electrical shock and fall determined that the primary cause was not following a Lock/Out -Tag/Out procedure.
4. Qualifications of the electrical lead did not play a role in the accident. The victim of the accident, a UW employee, is also a Master Electrician who runs a private contracting business as a sideline.

L&I Issues and Actions:
- Floor care training aids and online asbestos training are being translated into additional languages.
- L&I compliance inspection at HMC for public safety officer hazards has been appealed in part.
- Roof fall protection inspection closed with 3 serious violations proposed. We are waiting for the final official letter.
- The HMC Environmental Services Technicians floor care and floor cleaning indoor air quality inspection is continuing.
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- L&I is investigating the accident in the Health Sciences Bldg. where an electrician received an electrical shock which caused him to fall and break his hip.  
- The fatality in the School of Dentistry continues to be investigated. It has been designated an accidental death.


<table>
<thead>
<tr>
<th>Type Clothing</th>
<th>Outdoor Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other clothing</td>
<td>89 °F</td>
</tr>
<tr>
<td>Double-layer woven clothes including coveralls, jackets and sweatshirts</td>
<td>77 °F</td>
</tr>
<tr>
<td>Nonbreathing clothes including vapor barrier clothing or PPE such as chemical resistant suits</td>
<td>52 °F</td>
</tr>
</tbody>
</table>

Note: There is no requirement to maintain temperature records. The temperatures in Table 1 were developed based on Washington State data and are not applicable to other states.

EH&S is putting two PowerPoint® presentations on the web site one for supervisors and one for employee training under the “What’s News and Announcements” section.

6. Meeting was adjourned by Ron Fouty.