UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

August 13, 2008 1:00-2:30 pm – University of Washington Club, Lower Level

Agenda
1. Call to order
2. Minutes
3. Discussion – Denis Sapiro, Safety Committee Structure
4. Group Reports – Union Reports
5. EH&S Report – L&I inspections
6. New Business
7. Adjournment
8. Attached lists of topics

Recorded: by Michael Merrill
University-Wide Health & Safety Committee  
August 13, 2008  

1. **Meeting called to order by Chair, Ron Fouty.** Members and guests introduced themselves. Steve Charvat introduced Siri McLean, hired recently by the UW Office of Emergency Management to enhance the disaster training program. She is starting up an outreach program for students. Siri is a UW graduate, coming from Microsoft.

2. **July Minutes were approved as amended by Paul Bentson with clarified wording on page 4.**

3. **Discussion: Safety Committee Structure and Function**

Denis Sapiro first described each of the handouts in front of us:

- A sample of the letter Karen VanDusen sent last fall to executive heads of the 11 organizational safety committees (new default date is meaningless). The purpose of the letter was to remind these heads of the need for their support during upcoming elections and of the requirement for all departments to write health & safety plans (Accident Prevention Plans).
- A list of UW units represented by each of the 11 health & safety committees. This list can be found at [http://www.ehs.washington.edu/ohssafcom/hsglist.shtml](http://www.ehs.washington.edu/ohssafcom/hsglist.shtml).
- Draft guidelines for the election, structure and function of UW safety committees. This document is a revision in progress – current guidelines can be found at [http://www.ehs.washington.edu/ohssafcom/electguide.pdf](http://www.ehs.washington.edu/ohssafcom/electguide.pdf).
- A list of safety issues that the committee might want to see in safety committee member training. U-Wide members identified these in a survey last term. Focus is on training, especially for (all) supervisors. Dave Leonard, Barbara McPhee, Karen VanDusen and Denis are working to develop this training. In the future, there may even be a “certification” program for supervisors. (Note: not all training appears in the EH&S monthly class schedule.) An electronic copy of this list is attached to the end of the minutes and can be used to distribute the list to your group members. Please return comments to Michael Merrill.
- A goal is to tell every member which group(s) they represent. Each committee must determine this for each of their sub-units. An employee should be able to search for and find the name of their representative on the organizational safety committee.

Questions and comments:

- Will the UW Tower form a new safety committee separate from the current Group 1? The three groups that are moving there don’t report to Provost Wise, but the rest of the committee does. (Denis thinks similarity of hazards and solutions is more important than location.)
- Outreach communications should be sent to Directors, Chairs, etc. in order to reach "hidden" units.
- Recent Group 2 re-organization made communication challenging, but communication was probably always a challenge even before the re-organization.
- Facilities Services, currently in Group 2, could probably stand alone since it’s so large (>1000) and its issues are unique.
- Would Facilities Services at branch campuses be separate from the Seattle campus? (Denis thinks EH&S needs to facilitate and monitor safety issues as
the branch campuses grow— at some point the need for more committees may evolve.)

- Denis reminded members that splitting up committees too much might produce adverse consequences.
- The natural diversity that comes from NOT dividing committees is a “good thing” that leads to the exchange of new ideas.
- Denis explained that whatever changes we make would require about a 4-month window of time to request a variance from L&I. The variance would have to be granted before the change could occur.

4. Group Reports – Union Reports

Group 1, Administration/Other Academic Programs: Leslie Anderson reported meeting that morning. They were concerned that the recent large power outage involved many buildings but generated no alerts or information. (Denis recommended that the 3 best places to go for information were UW Police, UW Emergency Management, and EH&S.) Provost Phyllis Wise will be at their September meeting. There were no OARS reports to review.

Group 2, Finance and Facilities: Pete Federici reported his group hasn’t met yet in August. In their July meeting, Sterling Luke from Facilities Services discussed the policies for “hands free” use of cell phones in cars and the required use of bicycle helmets. A building-wide safety training session is being planned by departments in the Purchase/Accounting Building (Financial Accounting, Purchasing, Financial Services, Grants & Contracts). Ron reported that even though the Capital Projects work load has been twice as high as normal they experienced a low injury rate last month.

Group 3, Student Affairs: Paul Zuchowski reported reviewing OARS reports and details of the new version of OARS—they are excited about these changes. Recent OARS reports were reviewed and the new regulations for outdoor heat stress were also discussed.

Group 4, Health Sciences/Hospitals: Rich Lee reported beginning their last meeting by celebrating Stephanie Steppe’s imminent retirement. Then Joseph gave a presentation on the new heat stress regulation. Barbara Lovseth from the School of Medicine was elected the new Chair after Stephanie leaves. Bob Ennes will assume the position of HSA appointee Sub-committee reports included reviewing 20 HMC incident reports as required by L&I. Ceiling lifts, sharps, and current training for the injection of mice were also discussed.

Group 5, Architecture & Urban Planning: Peter Rackers reported continued efforts to clear hallway accumulations—including a planned “furniture swap.” Their incoming student orientation will include a “suspicious person” exercise. This will back up community efforts (the College is located near “the Ave”). Safety procedures are being improved for the student woodshop and photo lab. Safety is also being reviewed for the Architecture Hall new landscaping project. Architecture Hall Emergency Evacuation Wardens are being drafted from faculty members since there are no full-time staff members.
Group 6, Arts & Sciences: Tracy Harvey reported her group did not meet in July.

Group 7, UW Bothell: Ken Jones reported meeting yesterday with one accident report to discuss. EH&S and the Bothell Fire Department jointly inspected the UWB Library and several buildings of the Cascadia Community College. Many of their recommendations have already been done. Locations of first aid kits and CPR masks were reviewed to see if there were better places for them. Ken is proud of the make-up of Group 7 – they come up with great ideas! On September 10th they will be hosting our next U-Wide Safety Committee meeting. Metro bus #372 will get you between the HUB and UW Bothell. (It takes about 40-45 minutes each way.)

Group 8, UW Tacoma: Michael McMillan reported having no accident reports to review. They discussed why there weren’t any, and the possibility they were underreporting. The document they’ve been developing that describes faculty responsibilities and emergency procedures should be finished in a meeting, tomorrow.

Group 9, Engineering: Jack Herndon reported discussing the issue with ducks and ducklings in Drumheller fountain. They reviewed one OARS report concerning a cut finger in which more than one department was involved. The effort continues to establish a “CERT” group just for Engineering. Mary Ruez has been hired in the Dean’s Office to prepare an Emergency and Crisis Communication Plan for the College. Currently, her time will be dedicated to this project. Their next meeting is tomorrow.

Group 10, Forest Resources: Neal Bonham reported his Committee is nearing completion of Evacuation Warden training. They will be consulting with Jay Herzmark to update safety procedures for the Arboretum shop.

Group 11, Ocean & Fishery Science: Ray Hartman reported their committee did not meet in July because most members were away. They are re-certifying Evacuation Wardens. There were no accident reports to review.

WFSE 1488, Paul Bentson commented that not all electrical permits are “pulled” properly. He will discuss this with EH&S.

UAW 4121, not present.

SEIU 925, not present.

5. EH&S Report
Denis Sapiro reported that the new version of OARS will soon be available to safety committees for beta-testing. We will be asked to create two fictitious incident reports, one for “self” and one for “supervisor.” His office has already been testing the product for a couple of weeks.

Denis also brought the group up-to-date on L&I Issues and Actions:
- Floor care training aids and online asbestos training are being translated by L&I. The first draft in Spanish has arrived.
- L&I compliance inspection at HMC for public safety officer hazards has been appealed in part with the first telephone conference, today.
• Roof fall protection inspection closed with 3 serious violations proposed. We paid the assessment.
• The HMC Environmental Services Technicians floor care and floor cleaning indoor air quality inspection is continuing.
• L&I is investigating the electrician’s electrical shock, fall and broken hip accident in the Health Sciences Building.
• The accident death in the School of Dentistry inspection was closed with no violations being found. We are waiting for the official letter.

6. New Business:
Denis requested a vote on whether the committee still wanted to meet next month at UW Bothell in light of the recent Governor’s memo to reduce the use of gasoline for travel. Options included using Metro bus service, which takes 40-45 minutes in time each way and renting a charter bus like we did for Tacoma. The Committee voted to continue planning to meet in UW Bothell. Denis will check into bus options.

Denis also asked for feedback on a “brainstorm” he just had – to invite a Faculty member to represent the Faculty Senate on the U-Wide Safety Committee. A new seat with full voting rights would be created. Everyone thought it was a great idea, so he will evaluate follow-up that would be necessary.

Several members wanted to know UW policy on the purchase and use of Automated External Defibrillators (AEDs) on campus. (In a previous meeting, Karen VanDusen handed out a draft revision of this policy.) Denis will check on the status of the draft – he thinks it is almost finalized.

7. Meeting was adjourned by Chair, Ron Fouty (7 minutes early!).

8. The following two pages are topic lists handed out at the 8/13/08 meeting:
We would like your ideas for topics to be covered in the next series of Health & Safety Committee trainings.

We have listed a few topics below. Please check any you think should be covered. After the list please add any topics you recommend that are not listed. You can contact either Dave Leonard or Denis Sapiro after the meeting with more ideas. Thank you for your thoughtfulness and time.

- The requirements from Safety Committees, WAC 296-800-130, the L&I waiver, and UW APS 10.11
- The Accident Prevention Program (WAC 296-800-140 and UW APS 10.3)
- Health and safety plans and emergency evacuation operations plans
- Where to find resources such as safety inspection checklists
- EH&S unwritten policies:
  -- EH&S expectations of what they will do
  -- Frequency of meetings
- The need for reporting and how to report near misses
- Accident Investigation
- Accident Reporting
- Accident Trending
- Communications between committees and deans
- Communications between different committees
- Communications from committees to constituents they represent

Your thoughts:
We would like your ideas for topics to be covered in the next Supervisor Safety training.

We have listed a few topics below. Please check any you think should be covered. After the list, please add any topics you recommend that are not listed. You can contact either Dave Leonard or Denis Sapiro after the meeting with more ideas. Thank you for your thoughtfulness and time.

_____ The UW safety program in compliance with WISHA - overview: APSs, workplace inspections, etc.
_____ Departmental Health and Safety Plan required: are the supervisors aware of it and have contributed to it and know where a copy is?
_____ Job hazard analysis / laboratory SOPS: are they completed and documented? How the different formats are essentially equivalents - chemical labs, general industry, bloodborne pathogens, radiation safety
_____ Hazard communication training - covering all hazards and documented?
_____ Selection and use of PPE - is the supervisor that familiar with it, himself?
_____ What safety materials are available to help out the supervisor. And other resources?
_____ Funding resources available to fix problems.
_____ The 365 most frequent health and safety problems found on campus - are they in your work area?
_____ Supervisor responsibilities in specific programs, e.g., Respiratory Protection, unusual work processes,
_____ Supervisors of Respirator Users are required to attend Respirator training (this is also a WAC requirement)
_____ "cheat sheets" that quickly lists the responsibilities.
_____ How to do an OARS report.
_____ how to report near misses
_____ Electrical safety
_____ Addressing employee safety complaints
_____ Ergonomics, office
_____ L&I DOSH Inspections
_____ Performance evaluation for safety behavior

Your thoughts: