UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

September 12, 2007 1:00-2:30 pm
University of Washington Club, Lower Level

| Membership: | Group 1 | Robin Wood |
|            |        | Jon Organ |
|            | Group 2 | Ron Fouty |
|            |        | Mickey Galbreth |
|            | 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: Elizabeth Dahl -- Attorney General’s Office
Anne Guthrie – Facilities Services
Dave Weaver– Risk Management

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

EH&S Dave Leonard called the meeting to order for Chair Robin Wood who was called away to a meeting (with the President!). He described the day’s presentations and invited members to contribute ideas for future meeting topics.

2. Minutes

Since a quorum was not present, the Committee deferred approval of the Minutes for May and July until the October 10th meeting.

3. Presentation: UW Campus Fire Prevention and Right To Know Act

Robert Schadel began his overview of the “Campus Fire Safety Right-To-Know Act of 2007” by describing the history of the Bill which was re-introduced to Congress on January 19, 2007. (A copy of his PowerPoint presentation is available from Michael.) The Act requires colleges and universities to report information on the level of fire safety (sprinkler systems, etc.) in student housing to the US Department of Education and to the public, especially students and their parents. The Act originated in 2005 following a tragic fire in 2000 which killed 3 students at Seton Hall University, NJ. The Bill passed the House in 2006 but stalled in the Senate.

The three main components of the Act are:

1. Annual Fire Report
   - The Report Identifies all UW owned or controlled housing facilities that are equipped with fire alarm systems, sprinkler systems or fire escape plans.
Currently, the UW maintains data on fire alarms and sprinklers for the entire campus, but produces no formal report.

Dorms have evacuation plans, but Housing and Food Services does not provide a verbal report to the public.

Dorms are 100% sprinkler protected.

All buildings have fire alarm systems or smoke alarms or both.

**The Report maintains statistics for each student housing facility for fires and false alarms for the preceding 2 years.**

Currently, UW fire alarm system activations are reported to EH&S by the FOMS.

EH&S maintains a database on fire alarm system performance.

Major fires are reported to EH&S, investigated, and a pictured report is produced.

HFS tracks fire and smoke alarms, but information is not shared.

The Princeton Review has information on UW housing fires.

**The Report identifies all human injuries or deaths and/or structural or property damage for the preceding 2 years.**

Currently, EH&S investigates fires and writes reports, but EH&S doesn’t consolidate all information into a single report for housing.

**The Report contains information regarding rules on portable electrical appliances, smoking and open flames (such as candles), supervised fire drills, and planned fire safety improvements.**

Currently, HFS addresses smoking and open flames in the Housing Contract.

EH&S performs quarterly drills in all residence halls.

Apartments have a plan but do not perform drills.

All planned improvements are maintained by HFS.

EH&S provides web information on appliances such as space heaters and open flames.

The UW has a “no smoking” policy.

**The Report contains information about fire safety education and training provided to students, faculty and staff.**

Currently, the EH&S Newsletter provides some information, but the fire safety inspection program, along with SFD pre-fire planning, provides most ongoing education.

**The Report contains information concerning fire safety at any housing facilities owned or controlled by student groups that are recognized by the institution, including any fraternity or sorority houses.**

Currently, the UW does not collect this information.

This would include Greek Row and other housing facilities such as Nordheim Court, Commodore Duchesse, etc.

Greek Row houses are privately owned – compliance would cause a significant new effort.

What UW organization would be responsible for managing this part?

2. Fraternities and Sororities

**Fire related data is requested from Fraternities, Sororities, or recognized Student Groups that includes all information in the Annual Fire Report.**
Currently, EH&S does not provide oversight in these areas in fire prevention.
Oversight is provided by the SFD. There is no requirement to provide the UW with this data.
What UW organization would make the request, compile and publish the report?
How would the UW handle lack of response from the Greeks?

3. Campus Community
- A log or report would include the nature, date, time, and general location of each fire and false alarm on campus.
  - For this report, the EH&S databases, reports and systems would be similar to the housing report.
  - What UW organization would be responsible for reporting this information?
  - How would the data for Bothell and Tacoma and satellite facilities, such as Pack Forest or Friday Harbor be managed?
  - How would this apply to leased facilities?

Conclusions:
- The U.W. presently has systems in place to track most data for housing and the Seattle campus. If the Bill becomes law, the primary challenge will be who is responsible for managing Greek & Student Groups.
- Another significant challenge will be accessing fire incident information from non-Seattle areas. EH&S currently reports on all major fires on the Seattle Campus with the possibility of gaps for some small fires. However, UW reporting of fires on UW Tacoma and UW Bothell campuses and at satellite facilities, will likely have significant gaps. Currently, there is no comprehensive, systematic reporting process that shares fire information between all UW facilities.

Paul Zuchowski said he knows contracts are made with Greek Row but he wasn’t sure of the details since he doesn’t participate personally in the process.

Anne Guthrie wondered if the fire reporting requirements could be meshed with the requirement for crime statistics. (Denis said yes, they are looking at that possibility.)

4. Group Reports:
Dave asked that each group include in their report the name of their Election Coordinator.

Group 1, Administration/Other Academic Programs: Jon Organ reported a small turnout for that morning’s meeting. Choice of an Election Coordinator was discussed but not determined. The value of CERT teams was discussed along with the Incident/Accident Quarterly report for April – June. A plug was made for the “Protecting America Town Hall Meeting” on September 13th.

Group 2, Executive Vice President: Ron Fouty reported that his group will meet on October 11th and he would like to invite Mark Murray to talk about fire safety at this meeting. Ron will be the Election Coordinator.
Group 3, Student Affairs: Paul Zuchowski reported they don’t usually meet during the summer. Their next meeting will be in October. They are still choosing their Election Coordinator, possibly Amanda Myhre or Darlene Feikema.

Group 4, Health Sciences/Hospitals: not present.


Group 6, Arts & Sciences: Sherri Huber reported that she is the Election Coordinator. Her group did not meet last month.

Group 7, UW Bothell: Dave Leonard reported for the group which met yesterday. The primary topic was John Deere “Gator” safety. Several question have come up regarding its use on public streets, whether operator training should be required, and whether the UW should develop a guideline or policy. Perhaps the same policy should also address safety requirements for Segways and E-bikes. Questions include which organization is responsible for their use (HR?), maximum speed and the need for helmets or licenses, etc. David Zuckerman told us Gators used on the Seattle campus are automatically licensed. Elizabeth Dahl volunteered to check on how these “vehicles” are regulated at other schools.

Group 8, UW Tacoma: not present. Dave Leonard reported that they will meet tomorrow.

Group 9, Engineering: not present.

Group 10, Forest Resources: David Zuckerman reported his Committee met in July but not August. Evacuation Wardens are still being identified. Their training is scheduled to begin in a couple of months. The Forest Resources library will be converted to one large office (with over 45 people)! Margery Cooper is the Election Coordinator.


5. Presentation: October is Fire Safety Month

Mark Murray followed up the presentation by Robert Schadel with general discussion about Fire Safety Month and offered to answer any fire safety questions. Departments interested in resources to promote Fire Safety Month are welcome to contact either of them. “It’s always good to promote more fire drills!” One member asked whether faculty-specific orientation was being planned (no). Other members agreed on the importance and responsibility held by faculty and instructors for safe evacuation of their students. It was suggested that one venue could be the central TA training conducted annually as part of Graduate School orientation, although it would be better to reach faculty first. See https://www.ehs.washington.edu/fsosomerprep/instructorprocedures.pdf for more information on instructor safety responsibilities.
6. EH&S Report:

Dave Leonard reminded us that the Laboratory Safety Seminar is coming up soon – September 24th and 25th. More information is on “What’s New” on the EH&S website.

“No smoking” signs will be posted at pedestrian entrances (about 20 in Seattle) to inform smokers that the UW is a “Smoke-Free Campus” (except for designated areas). Signs will be about 8 ½” x 11” with the WAC code printed at the bottom. Apparently, it’s easier to convince violators if you can point to the actual code on the sign. Notices will also appear in The Daily and U-Week regarding the campus no-smoking policy. Public Health will issue $100 citations to departments for lack of enforcement if their staff are repeatedly found in violation. A policy letter is currently being drafted to the campus community.

7. L&I Report:

Denis Sapiro first responded to a question from Paul Zuchowski regarding the issue of asbestos floor tile and the current L&I investigation. Since there is some asbestos tile in the HUB, Paul said he would appreciate being informed as to any protocols that come out of this discussion.

Denis summarized ongoing discussions with L&I concerning floors in the Health Sciences Building. He gave several examples of what needs to be done to satisfy L&I – such as developing procedures to include such things as the maximum RPM for buffing machines or choosing types of equipment or supplies such as buffing pads. One of the best things to do is buy floor mats for chairs to reduce abrasion. They are only $11 each at Office Depot (with corporate discount).

Regarding the investigation following the Gould Hall shooting, Denis reported that the closing date is set for September 25th. Even though we don’t yet know the outcome, Denis said L&I has not been pleased with UW oversight of Departmental Health & Safety Plans – how they are being collected and reviewed. Please spread the word for departments to get these written and send electronic copies to OHS!

The investigation following the Security Officer complaint has closed, but the UW objected to the manner in which it was closed. The case has been re-opened and we’re now waiting.

8. Adjournment

Before adjourning, Anne Guthrie reminded everyone to attend the Governor's Conference September 26th and 27th. It is very worthwhile.

Anne also mentioned that new emergency 911 stickers are being distributed for campus telephones. (Currently, 9-911 still works, however.)

Dave Leonard adjourned the meeting.