UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

October 10, 2007 1:00-2:30 pm
University of Washington Club, Lower Level

Membership:

Group 1
➢ =Present
Robin Wood
Jon Organ

Group 2
➢ =Present
Robin Fouty
Mickey Galbreth

Group 3
➢ =Present
Diane Hanks
Paul Zuchowski

Group 4
➢ =Present
Gwen Rikansrud
Stephanie Steppe
Julie Worlein

Group 5
➢ =Present
Peter Rackers

Group 6
➢ =Present
Sheri Huber
Tracy Harvey

Group 7
➢ =Present
Deborah Conley Staerk
Clay Horton

Group 8
➢ =Present
Joe Chynoweth

Group 9
➢ =Present
Jack Herndon
Tracy Erbeck

Group 10
➢ =Present
David Zuckerman
Margery Cooper

Group 11
➢ =Present
Laurie Bryan
Kathleen Newell
Charlotte Boynton

SEIU 925, AFL-CIO
➢ =Present
Larry Sommers

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

Other Attendees:
Denis Sapiro – Environmental Health & Safety
David Leonard – Environmental Health & Safety
University-Wide Health & Safety Committee
October 10, 2007

Recorded by: Michael Merrill

Agenda
1. Call to order
2. Minutes
3. Group Reports
4. L&I Report
5. Presentation: “Safety in Construction” by Ron Fouty, Safety Director, Capital Projects Office

Adjournment

1. Call to order

EH&S Dave Leonard called the meeting to order for Chair Robin Wood who is vacationing in Europe. He changed the order of the agenda to allow time to resolve some technical difficulties with the laptop and projector.

2. Minutes

Since a quorum was not present, the Committee deferred approval of the Minutes for May, July, and October to the November 14th meeting.

3. Group Reports:

Dave asked that each group report include the status of their elections.

Group 1, Administration/Other Academic Programs: Jon Organ reported meeting that morning. Charles Easterberg gave a presentation on the West Nile Virus. The election process was discussed with respect to Robin Wood’s job promotion and absence from the committee - and Jon’s de facto status as Election Coordinator.

Group 2, Executive Vice President: Ron Fouty reported that his group will meet tomorrow, October 11th. They plan to discuss the election and administrative re-organization activities.

Group 3, Student Affairs: Paul Zuchowski reported meeting. Their Election Coordinator is Amanda Myhre.

Group 4, Health Sciences/Hospitals: not present.


Group 6, Arts & Sciences: Sherri Huber reported that the Dean has sent out a request for departmental Health & Safety Plan “back pages.” They discussed the elections and previous minutes.
Group 7, UW Bothell: Dave Leonard reported for the group which met yesterday. The primary topic again was John Deere “Gator” safety. The Director of Transportation, Josh Kavanagh, has been contacted about developing a policy regarding these and other non-licensed vehicles used – or possibly used anywhere the UW operates. The other types of vehicles range from electric bikes to Segway scooters. The committee also discussed the various forms that need to be filled out for different events, such as employee accidents, security responses and non-employee accidents. UWB will develop some way to assist in completing these forms – possibly a web page – where these forms can be accessed when needed.

Group 8, UW Tacoma: not present. Dave Leonard reported they are focusing on wellness issues. For example, they would like blood pressure checks made available on campus for employees. Possible location would be at their Campus Fitness Center located along Pacific Avenue and their Recreation Center at the Longshoreman’s Hall. As a result, a meeting will be held between the Employee Health Clinic, UWT Administration and EH&S to see what can be done. Currently UWT employees have to come to Seattle for such services.

Group 9, Engineering: Jack Herndon reported much discussion of the value of CERT training. His group would like to see more people participate in this. The Committee continues to discuss bicycle safety. At a particularly bad intersection (Burke-Gilman Trail and Brooklyn) solar powered flashing lights have been installed – but don’t work because they are under evergreen trees. The caution sign on the opposite side was stolen. Jack would like to see rules-of-the-road violators notified/challenged the way smokers are. A U-Wide member pointed out that UWPD has suffered staffing shortages in recent times – but not now at the start of this school year. Another member referred to a bike safety article in yesterday’s The Daily.

Group 10, Forest Resources: David Zuckerman reported that his Committee met but postponed discussion until the next meeting because only 2 members were present.

Group 11, Ocean & Fishery Science: Charlotte Boynton said their next quarterly meeting will be in November.

4. L&I Report:

Denis Sapiro reported that L&I concluded its investigation of the Gould Hall shooting by citing the University with a “serious” violation that the University’s Health and Safety Plan has not been adequately enforced, did not include all hazards, and is not effective in practice. EH&S received notice on October 4th. The summary paragraph stated:

The employer, did not develop, supervise, and enforce the University's Health and Safety Plan (APP) in a manner that is effective in practice. Upon inspection, it was determined through interviews and a review of documentation that the employer did not effectively supervise and enforce the procedures and policy that were implemented by the University of Washington pertaining to Workplace Violence and Domestic Violence and the Workplace in the following instances.

The University immediately paid the fine, but there are questions about the wording of some of the interpretations. There is a 15 day period in which to appeal these interpretations if the President and Board of Regents determine they are likely to cause problems in the future.
Health and Safety Plans need to be taken seriously! A letter will be going out soon delineating the extra efforts the University is taking now and in the future to reduce the risk of violence. These measures have been in development since spring.

Responsibility for the UW’s workplace violence program currently rests with Human Resources and the Police Department. For this reason, it is not appropriate to address violence concerns in a departmental health and safety plan. Note that L&I will hold a department accountable for everything included in its Plan (such as workplace violence) even if the department doesn’t actually control that program. So for the time being, do not include this topic in your Plan.

**As a reminder, EH&S does not enforce regulations.** Responsibility for Health and Safety Plans rests with individual departments. So - please spread the word for departments to get these written and electronic copies sent to OHS!

Asbestos training is an important issue. L&I determined that last year that some custodians in the Health Sciences Building weren’t given training on the asbestos aspects of floor care and that communication with custodians wasn’t adequate regarding the possible health effects and hazards. Since asbestos in floor tile is generally not friable and thus not considered an active health risk, floor care mostly involves preventing damage, particularly by chair casters (in addition to maintaining a good coat of wax). Aside from asbestos, it’s a good idea to prevent floor damage anyway.

With our corporate discount, chair mats are available at Office Depot for only about $12 (list price about $50). At officedepot.com, look for item # 478490 “Office Depot brand Hardwood Floor Chair Mat, contour, 39” x 49”, clear”. Your department needs to use UW eProcurement to get the discount.

Regarding UW Alert, a couple of members were wondering if the request for cell phone numbers in the sign-up form meant you can’t participate if you don’t have a cell phone. Another member, noting that some online UW emergency phone numbers have disappeared, thought that safety committee members should be kept better informed about these kind of changes. Dave Leonard said he will see if UW Alert can be on the U-Wide agenda next month.

5. **Presentation “Construction Safety”: Ron Fouty, Capital Projects Office**

Ron began with two defining statements. The Capital Projects Office Mission: “We plan, develop and deliver physical environments to support and enhance the University's mission.”

The Capital Projects Office Safety Mission:
- "While maintaining a healthful, safe and productive work environment for all University activities, we will actively engage the design and construction community and CPO personnel in a manner that insures facilities are designed to operate safely and that they will be built safely.”
University-Wide Health & Safety Committee
October 10, 2007

- “We will accomplish this by engaging all levels of management, both outside the University and within CPO, to insure the safe conduct of construction work.”
- “The goal is zero injuries to University personnel, faculty, staff, students and contractors as a result of CPO activities.”

Why do we care?
Students, faculty and staff “live in” what we build.
We protect contractor’s employees.
We protect the public interest.
We have the expectation that all workers on campus comply with rules and laws.

Safety process:
- Design Review:
  - EH&S, Engineering Services, Facilities Services, etc. participate
  - Ask questions such as:
    - Is there adequate access for maintenance?
    - Are doors well placed?
    - Is fall protection provided if needed?
- Design Phase Hazard Analysis (DPHA):
  - What activities have potential hazards?
  - Who’s responsible, etc.?
- Contract Development of Specific Safety Requirements
- Contractor Safety and Health Plan (for their own company)
- Contractor Site Specific Safety Plan (very detailed)
- Contractor Job Hazard Analysis (general requirements)
- Contractor Task Planning (at crew level with foreman)
- Review of Contractor Plan Documents (addresses safety issues)
- Jobsite Safety Observations (periodical job walks depending on task)
- Incident Investigation – required of contractor
  - Determined by UW Capital Projects
  - Shared with broad community
- Contractor Evaluation:
  - Performance is a big part, including safety performance.
  - How this evaluation applies to future contracts is under discussion.

How are we doing?
Total Recordable Incident Rate (TRIR) is a workplace safety indicator as a percent. To calculate:

\[
\text{TRIR} = \frac{\text{# Recordable injuries per year} \times 200,000}{\text{# employee hours worked}}
\]

(Note: 200,000 is the standard base representing the equivalent of 100 employees working 40 hours per week 50 weeks per year.)

- 2006 TRIR for CPO = 4.82 (compared to 11.8 for Washington / 5.3 for the USA)
- Most injuries occur to the arm or hand (15 out of 17 in 2007)
- Most are bleeding injuries (as opposed to fractures, strains/sprains, or burns)
- Job experience – most injuries happen to those on the job 5 or more years.

Question: “Is there an approval process for building materials used?”
Answer: “Yes, the UW tries to use green products as much as possible.”
University-Wide Health & Safety Committee
October 10, 2007

Question: “Is the UW obligated to tell the contractor about hazards on a building site?”
Answer: Yes. A “good faith survey” (asbestos) equivalent exists for lead as well. Also certain situations, such as contaminated soil or storm water runoff, require work to stop.

6. Adjournment

Dave Leonard adjourned the meeting.

Question: “Is the UW obligated to tell the contractor about hazards on a building site?”
Answer: Yes. A “good faith survey” (asbestos) is required and an equivalent survey requirement exists for lead as well. Also, if necessary when a hazardous situation is discovered during the course of a project, work is stopped.