University of Washington
Health & Safety Committees
2018-2019 Term

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Environmental Health & Safety
Overview and Objectives

• Understand UW Health & Safety Committee (HSC) purpose
• Understand your responsibilities as a member
• Know what to expect from your committee meetings
• Know where to look and who to contact for information
Background

• No federal requirements for health safety committees
• Many states require them within their state OSHA (Occupational Safety & Health Administration) plans
• Some states are given incentives to establish committees
Purpose of Health & Safety Committees

- Participate in efforts to reduce illnesses and injuries
- Participate and engage employees and management
- Review UW Accident Prevention Plan
- Meet compliance regulations (WAC 296-800-130)
University of Washington HSC Structure

- 10 Health & Safety Committees represent all departments, schools, organizations
- Each committee has an executive sponsor
- Meet monthly for at least one hour
- EH&S representative at each monthly meeting
- Elections held bi-annually (variance)
- Members comprised of elected, appointed, and Ex Officio’s
University of Washington HSC Structure
University-Wide (U-Wide) Committee

- Environmental Health & Safety
- Risk Management
- Facilities Services
- Unions
- Capital Planning & Development
- Attorney General’s Office
- Faculty Senate
U-Wide Committee Structure

• Two members elected from each of the 10 health and safety committee’s

• University Wide Safety Partners (Ex Officio’s)
  UWPD, Facilities Services, Claims Services, Attorney General’s Office, and UW Emergency Management

• Union Representation

• Environmental Health & Safety
Organization and Communication Flow

University Department/School/Organization

Information in

Organizational Health and Safety Committees

Report out

University-Wide Health and Safety Committee

Information in

Report out

1 2 3 4 5 6 7 8 9 10
HSC Distribution of Information

• New trainings
• Serious injuries, accidents, and near misses
• Accident trends
• Changes to UW Accident Prevention Plan
• Policy Changes regarding safety
Committee Member Responsibilities

• Represent employee suggestions and concerns at monthly meetings
• Communicate HSC activities and outreach messages to represented employees
• Review annually UW Accident Prevention Plan and charters
• Review monthly accident reports and evaluate quality of corrective actions
• Attend monthly meetings
Chair Responsibilities

• Act as committee liaison with Executive Sponsor and EH&S
• Conduct meetings following Robert’s Rules of Order
• Fill committee member vacancies as needed
• Document attendance
• Record and post meeting minutes
EH&S Responsibilities

• Administer the accident reporting system
• Liaison to Department of Labor & Industries
• Attend organizational committee meetings
• Facilitate University-Wide Health and Safety Committee meeting
• Report accident trends
• Be a resource to the committees
• Partner with committees to prevent accidents
Typical Committee Meeting

• Review accident and injury reports monthly
• Approve meeting minutes
• Provide a U-Wide report
• Report Outs from various Department Groups
• Presentations
• Project updates
• Round table discussion
First Meeting of New Two-year Term

• Conducted by the out-going chair

• Committee tasks
  – Elect a new chair and co-chair/vice-chair
  – Elect U-Wide Committee representatives
  – Choose time, day, and location to meet
    • Recommend monthly meeting schedule
    • Must be 1 hour or less unless extended by vote
Accident Reporting

• Who does the reporting
  Anyone with a UW Net ID, employee or student

• What is reported
  Hazardous conditions, safety concerns, near misses, property damage or injuries

• When to report
  As soon as possible for most incidents. Notify EH&S immediately at 206.543.7262 if the incident involves a death or in-patient hospitalization, non-hospitalized amputation or loss of an eye(s) regardless of worker’s compensation coverage.

• How the report helps increase safety
  These reports help increase safety by generating investigations which lead to corrective actions and follow-up.
Supervisor's Responsibility

- Evaluate the root cause
- Identify hazardous conditions or work practices to improve
- Identify a timeline for completion of corrective actions
Advice for Effective Meetings

• Read the accident reports beforehand – prepare to talk about a concern or question you have regarding one of the reports
• Share updates and/or concerns from your department related to safety
• Engage in discussions on how to improve safety related issues in your represented departments
• Be respectful of everyone’s time and contributions
Regulations: Labor and Industries

• WAC 296-800-130 Safety Committees and Safety Meetings

• WAC 296-800-140 Accident Prevention Program
  http://www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-140.htm

• Permanent Variance (PV 99-11, FN 10 200)
  http://www.ehs.washington.edu/ohslandi/variances.shtm
Regulations: University Policy

• APS 10.11 UW Health and Safety Committees
  http://www.washington.edu/admin/rules/policies/APS/10.11.html

• Executive Order 55
  http://www.washington.edu/admin/rules/policies/PO/EO55.html
Online EH&S Resources

• Safety Committees
  http://www.ehs.washington.edu/ohssafcom/index.shtm

• OARS (Online Accident Reporting System)
  http://www.ehs.washington.edu/ohsoars/index.shtm

• EH&S staff listing
  http://www.ehs.washington.edu/psostaff/index.shtm
EH&S Staff Contacts

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