University of Washington Safety Committees
2016-2017 Term

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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 plans
• Some states are given incentives to establish committees
Purpose of HSCs

• Participation in efforts to reduce illnesses and injuries
• Participation and engagement of employees and management
• To meet compliance regulations (WAC 296-800-130)
University of Washington HSC Structure

- 10 HSCs that represent all departments, schools, organizations
- Each committee has an executive sponsor
- HSCS meet monthly
- EH&S representative at each meeting
- Elections held bi-annually
University of Washington HSC Structure
University-Wide Committee

University-Wide Health and Safety Committee

- Environmental Health & Safety
- Risk Management
- Facilities Services
- Unions
- Capital Projects
- Attorney General’s Office
- Faculty Senate

Transportation Services
Organization and Communication Flow

University Department/School/Organization

Organizational Health and Safety Committees

University-Wide Health and Safety Committee

Information in

Report out

1 2 3 4 5 6 7 8 9 10

Information in

Report out
HSC Distribution of Information

• New trainings – e.g. GHS
• Serious injuries and accidents
• Re-occurring accident trends
• Changes in policy
Committee Member Responsibilities

• Represent employee suggestions and concerns at meetings
• Help communicate committee activities and outreach messages to represented employees
• Help in review of Departmental Health and Safety Plans
• Review accident reports and evaluate quality of supervisor investigations
• Attend meetings
Chair Responsibilities

• Act as committee liaison with Executive Sponsor and EH&S
• Conduct meetings (Robert’s Rules of Order)
• Replace employee-elected vacancies as needed
• Ensure that attendance is documented and meeting minutes are taken and posted for or distributed to represented employees
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 on accident trends
• Be a resource to the committees
• Partner with committees to prevent accidents
Typical Committee Meeting

• Review accident/injury reports from month prior
• Approve meeting minutes of prior meeting
• U-Wide report
• Group reports
• Health and safety plan updates
• Presentations
• Project updates
• Round table discussion
First Meetings of Two-year Term

• Conducted by the out-going chair

• Committee tasks
  – Elect a new chair and co-chair
  – Elect University-Wide Committee representatives
  – Choose when and where to meet
    • Recommend monthly meeting schedule
    • Must be 1 hour or less unless extended by vote
Accident Reporting

• Who does the reporting
  Any employee or student can report

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

• When to report
  As soon as possible for most incidents. Notify EH&S immediately of death or hospitalization

• How the report helps increase safety
  These reports generate investigations which lead to corrective actions and follow-up.
Accident Review

• Supervisors should have:
  – Evaluated the root cause
  – Identified hazardous conditions or work practices to improve
  – Identified a timeline for completion of corrective actions
Top Types of Injuries Reported For 2014 (N = 3,193)

1. Sprain, strain, or twist (n = 784, 25%)
2. Exposure to potential biohazardous (infectious) material (n = 430, 13%)
3. Pain, irritation, inflammation, swelling (n = 374, 12%)

Top Types Recordable Injuries for 2014 (N = 1,130)

1. Sprain, strain, or twist (n = 350, 31%)
2. Exposure to potential biohazardous (infectious) material (n = 333, 29%)
3. Pain, irritation, inflammation, swelling (n = 90, 8%)
HEALTH & SAFETY COMMITTEE (HSC)
2014 INCIDENT COMPARISONS

3,193 Total Reports

Percent of Total Reports

Safety Committee
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
• Find out the status of your Departmental Accident Prevention Plan
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
Contact EH&S Staff

Angelina Haggard, Accident Reporting System Administrator
ahaggard@uw.edu, 206-221-3442

Emma Corell, Accident Prevention Manager
ealder@uw.edu, 206-221-2852

Denise Bender, Assistant Director, Occupational Safety & Health
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