UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

June 9, 2010 1:00-2:30 pm – UW Club Conference Room

In Attendance
Leslie Anderson (1)
Connie Bartlett (1)
Ron Fouty (2)
Erin Foy (3)
Greg Brazil (4)
Chuck Treser (4)
Susie Sargent (5)
Sherri Huber (6)
Ken Jones (7)
Stephen Costanti (8)
Michael McMillan (8)
Michael Glidden (9)
Jack Herndon (9)
David Zuckerman (10)
Jimmy Milton (12)
Liz Kindred (12)

In Attendance
Rick Gleason (Fac. Senate)
Laura Davenport (SEIU - 925)
Tracey Mosier (Ex-O, FS)
Elizabeth Dahl (Ex-O, AGO)
Carol Garing (Crvt Com)
Paul Benton (WFSE 1488)
Pamela Thomas (Guest)
David Leonard (EH&S)
Denis Sapiro (EH&S)
Glenda Haynes (EH&S)
Pamela Thomas (Guest)

Not Present
Sterling Luke
Paul Zuchowski (3)
Bob Ennes (4)
Megan Amen (5)
Tracy Harvey (6)
John Miller (7)
Kristian Haapa-aho (10)
Paula Minton-Foltz (12)
Wendy Winslow-Nason (Ex-O, RM)
Jude Van Buren (EH&S)
Rich Murray (EH&S)
Michael Merrill (EH&S)
Steve Charvat (UWEM)
Siri McLean (UWEM)

Agenda

1. Call to order
2. Minutes for March
3. Presentation: Accident Reporting—Bring Your Ideas
4. Safety Committee Operations
5. Organizational Group Reports
6. L&I Report
7. Adjournment

Recorded: by Glenda Haynes
1. Meeting was called to order by Co-Chair, Paul Bentson.

2. May minutes were approved as written. Denis Sapiro announced that Carol Garing is retiring at the end of June. The entire committee gave Carol a rousing applause of thanks for her leadership and service. Retirement starts 6/30/10!

3. Presentation, Q&A: Accident Reporting – Bring Your Ideas
Denis Sapiro gave a presentation and led a brainstorming session to gather ideas on how to better communicate the need for (1) reporting accidents and near misses in 24 hours; (2) how to get information out on 8 hour reporting; and (3) how to get information out on 30-day follow-up reporting. There was approximately a 50% drop in accident reporting when UW went from paper to electronic reporting. 40-50% of the Workers’ Compensation Claims arrive at the University with no online accident report. Denis Sapiro expressed a desire that 80% all Workers’ Compensation Claims have an existing corresponding online report. Below is a list of some ideas generated at the meeting or emailed after the meeting:

- Gain support through a communication from the Administrative Heads of the Health & Safety Committees. E-mail communication needs to come from above (i.e. deans and executive heads) to all faculty and staff via UW employee lists.
- Rearrange information on OARS page in EH&S web site so that reporting button is first.
- Consider link between payroll employees and reporting of incidents.
- Link reporting finds to the financial bottom line and unit budget motivation. Many are still not aware that individual units pay fines (assessments from L&I).
- Put reminder signage on first aid kits.
- Clarify “supervisor” definition (vs. leads) in all accident reporting communication, to avoid confusion.
- UWeek article.
- Post “REPORT ACCIDENTS NOW” on multiple websites, including main UW website.
- Restroom stall poster blitz.
- Online annual training, similar to the asbestos training with a new employee and a refresher course of less than 5 minutes.
• Make sure employees understand training and that there is no language challenge to the understanding.

• Encourage local handling and reporting of incidents. Have one person appointed to whom report accidents are filed. They should hear about every accident.

• Include training at supervisor orientation/training, and new employee orientation. Managers might have the supervisor demonstrate that they can use the online system and correctly complete a report. Supervisors and managers should not appear to be punishing employees for having and reporting accidents.

• Make computer icon for access to OARS mandatory on PCs in Medical Center for employee reporting similar to PSN for patient issues.

• Encourage a grass roots effort emphasis. Every employee needs to be informed to file reports.

• Print up small information cards and/or magnets to distribute. Put on the Husky Card. Use stickers not magnets as there is little metal left in labs.

• Employee Health Clinic informing.

• Get Central Human Resources onboard to include in training and orientation.

• Create a hotline telephone number (like the 685-SAFE) as an info line.

• Individual Health & Safety Committee members create a safety culture within units and follow up one-on-one to encourage all employees in completing accident reporting procedure, being available to assist process.

• Link EH&S reporting telephone number to a cell phone such as Denis’.

• In the marketing of accident reporting, stress the simplicity of the process (2 minutes and done). Be creative and allow health and safety committees to be creative.

• Distribute more information on 30 day reporting requirement.

Additional OARS Reporting Suggestions received by email (not edited):

There seems to be a 50/50 split who the responsible party should be for not reporting, but filing an electronic report, following up and archiving. Anyone and everyone needs to report an accident or injury. After that, the paperwork needs to be handled correctly by a centralized person assigned to the specific group, lab or building.

1. OARS REPORTING DESIGNEE
Have a source determine a designee for the reporting in the building.
A. Records must be archived on site and available to the public and to auditors
B. Students will not fill out a report. They just won’t do it. Many supervisors won’t
   either. They need support by the designee to make sure there is follow-through.
C. Follow through must be kept up and completed correctly. Student and Sups
   re lapse with follow-up.
D. Eliminate duplication of efforts.
   If a person is assigned to work in one building but are collaborating or visiting in a
   different building where an incident occurs, there is a likelihood of two reports,
   one their immediate supervisor fills out in the first building and in the second
   building where the accident occurred.
E. A designee may be more objective and helpful than a supervisor, supporting a
   person to make the claim where they may be uncomfortable making a claim for
   reasons they don’t want to discuss. A supervisor can still make out a claim,
   which would be very, very helpful. A designee would be primary for some,
   secondary for others.
F. The issue then becomes communication from supervisor to designee. This is
   addressed under Field Tags.

2. ROLL OF PAYROLL
   Rather than make Payroll responsible for reporting, make the designated OARS
   reporter for the building or group tell Payroll to notify when an employee makes payroll
   claims from accident / injury. Team Tag. Work together. If Payroll knows there is a
   time-loss claim due to injury, they tell the OARS reporter who can then follow up with the
   claim and modify it as required. (ongoing, 30-day, etc).

   Also, Payroll Coordinators often are assistants. The burden does not lie with entry
   people on OARS follow up. If it works for some people, let them make it part of their
   practice internally, if they wish.

3. OARS FORM FIELD “TAGS”
   "watcher type role notification"
   Make “tag” field with Facility where an incident occurred so this will automatically e-mail
   a designated OARS person for a building or group, like FS Works “watcher” role. This
   sends automatic e-mail notification to the designated facility person or coordinator.
   A. If a designated safety person in the building does not know there is a report,
      they cannot follow up correctly.
   B. If something happens after hours, people need to be able to make a phone
      call to EH&S and get the help they need from someone to fill this out. No one
      can judge severity of an incident at the time, particularly with an injury. One may
      be more injured than determined at the time of an incident. The building tag field
      will help a designated reporting person for a specific building or group follow up.

   “hospitalization required” tag
   Make a “tag” field that says “HOSPITALIZATIONS”. People can click right in there the
   first time and thereafter for modifications to the same case report. That tag field can
   generate notifications to you for whatever purposes you need, such as confirming if the
   claim is closed (30-day).
“accident type”
On the main OARS, listing out types or categories (Near Miss, Injury, Hospitalization, Other) may help EH&S with follow-up and closure. You can more easily auto generate reports and categorize faster if needed. It would also filter out unnecessary reporting information for the person filing out the OARS report.

4. INTERNET SITE TAB
Great idea!! A tab to go straight to OARS. Sounds like people think the existing site is buried and discouraging to get to, don’t know where to go.

In conclusion, WTC does not manage groups, supervisors, PIs nor managers in Fluke. Fluke is multi-departmental collaborative lab space. My understanding is WA State L&I expects reporting to be archived comprehensively for the building on site. The best way found so far for this to be done is for a designee to do this. The risk factor is relying on supervisors off-site to inform me of reports made to them that occur in Fluke.

4. Safety Committee Operations
Denis Sapiro talked about topics to cover in Safety Committee meetings, aligned with WAC 296-800. L&I has stressed the importance of committees reviewing accident reports and looking at causes and corrective action to prevent re-occurrence. This is where more time needs to be focused as part of reviewing reports.

Leslie Anderson asked if it is a requirement that a representative be elected from each unit of a committee. Denis Sapiro stated that each employee has to have a representative and know who that is. There are many ways that the Administrative Head can meet this requirement. One method is, after elections are held, to assign units without representatives to those that were elected. Another method is for the Administrative Head to tell the unit leader that they must get someone elected to the position. Yet another solution might be to have Denis speak to the unit head to try to find ways of getting a representative from the group to step forward.

Laura Davenport expressed a need for consistent interpretation and guidance by EH&S staff. Denis asked that you call him if you receive inconsistent or unclear information. Denis stated that his Office (Occupational Health & Safety) is working to improve its consistency.

Safety and health inspection reports are to be seen by the safety committees in order to evaluate procedures. The WAC was written years ago with the idea of members of the safety committee inspecting each other’s areas and reporting back to the committee. The idea was that a different set of eyes might see issues missed by daily workers. Committees can request to see safety inspection reports or to have a summary report presented by the group inspecting.

This question and answer period will be repeated in August as the meeting topic.

5. Organizational Group Reports: Committees (HSCs), Faculty Senate, Unions:
HSC 1, Administration/Other Academic Programs: Leslie Anderson reported meeting that morning. The group reviewed accident reports from EH&S, weekly reports, and discussed Denis’ question.

HSC 2, Finance and Facilities: Ron Fouty reported they met on May 13th and Joseph Kwok of EH&S provided training. Other topics covered included approval of minutes, U Wide summary, accident report reviews, tree roots as a tripping hazard; bike rack incomplete purchase repaired; unit reports. They discussed information to follow up on drainage onto the sidewalk.

Ron Fouty, CPO Safety Director, reminded all members to use extra caution near the Triangle Garage and stadium because of the large number of dump trucks using the crosswalks and construction fences. This could cause pedestrians to get caught if not paying attention. Denis Sapiro added that no tunnel has ever been built in Washington without a fatality and the fatalities are usually outside the tunnel near the construction.

HSC 3, Student Affairs: Erin Foy reported they met on June 8th. Denis asked if anyone has knowledge about a bicycle accident. The committee reviewed follow-up on previous accident reports and reviewed new accident reports. This was the committee’s last meeting at the HUB before the remodel.

HSC 4, Health Sciences: Chuck Treser reported having a presentation on Accident Investigation by Joseph Kwok. Accident reports were reviewed. An SOP on microtome and cryostat use is being reviewed. Other topics covered included recent L&I assessments, no-smoking issues and solutions, exit controls, and hallway storage/use.

HSC 5, Built Environments: Susie Sargent reported they discussed the evacuation plans as a result of a fire alarm during which they realized that a place of assembly is required and that all faculty must leave the building. A target for better evacuation plans is early Fall when the new school year begins.

HSC 6, Arts & Sciences: Sherri Huber reported they had guests from the Burke Museum regarding the fumes from renovation and room follow up. The CPO renovation process is being reviewed by EH&S, Museum occupants and CPO. A response from CPO and EH&S is being prepared to address ways of preventing a repeat of these issues.

HSC 7, UW Bothell: Ken Jones reported that they met yesterday, June 8th and reviewed three accident reports. Two of these reports brought out the need to increase training opportunities on proper lifting techniques.

HSC 8, UW Tacoma: Michael McMillan reported they had no accident reports to review at the May meeting. Dave Leonard gave a presentation on the EH&S role on campus. A sub-committee was formed to review participation in next year’s State-wide earthquake drill.

HSC 9, Engineering: Jack Herndon reported they met on May 14th. There were no accident reports to review. The earthquake drill went well. The More Hall elevator repair job was discussed.
HSC 10, College of the Environment: David Zuckerman reported that at their May meeting Michael Merrill led a discussion about health and safety plan development.

HSC 11, (currently vacant)

HSC 12, UW Medicine: Jimmy Milton reported this group met on May 24th. A representative from Airlift NW asked to attend the U-Wide meetings based on Jimmy’s activity report about the May 12th U-Wide meeting. In an attempt to improve overall consistency between UWMC/HMC it was decided to have a “show and tell” session on the new warning “pop-up” tents for wet floors. The item was demonstrated and new electrical cord safety covers for the Operating Rooms were shown. The three sub-committees on accident report reviews presented summaries of the April accidents.

SEIU: Laura Davenport gave kudos to UWPD regarding the building information emails they’ve been sending out.

WFSE: Paul Bentson had nothing to report

Faculty Senate: Rick Gleason continues to remind faculty that at the beginning of quarter during class time a review of emergency procedures should be conducted in about 30 seconds. Rick can make a PowerPoint® presentation available upon request.

6. EH&S Report by Denis Sapiro

- L&I DOSH investigated a hospitalization accident from a monkey bite in the primate center. This inspection was been expanded to include an unrelated fall down the staircase at Foege. There are two citations proposed and two assessments. The first citation and assessment was for failure to provide safe equipment to the researcher using the monkey ($1,500 assessment). EH&S will be recommending that all experimental equipment be examined by a peer and undergo a fault tree or similar “what if” analysis. The second citation was for failure to report the hospitalization on the 5th day after the accident within 8 hours and comes with a $100 assessment. EH&S has again added more language to the OARS pages warning of that a hospitalization or death “within 30 days of an accident” requires notifying EH&S to report to L&I within 8 hours.
- L&I citations on the golf cart incident have been re-issued without an assessment. Two training videos have been purchased by EH&S. A draft procedure has been written and is under review.
- A new L&I inspection started May 11 at HMC over Public Safety Officer issues including “Use of Force and Training” and “Weapons Screening” prior to the Emergency Department’s waiting room hours of 8 PM to 5 AM.

7. Co-Chair, Paul Bentson, adjourned the meeting.