

**University-Wide Health and Safety Committee
Meeting Minutes**

March 12, 2014 1:00-2:30 pm
Foege Building, N130A

	Elected Membership		Appointed Membership		Guests
X	Leslie Anderson (1)		Paul Zuchowski (3)	X	Stuart Cordts-EH&S
X	Ryan Hawkinson (1)	X	Bob Ennes (4)	X	Andy Mackay (3)
X	Paula Lukaszek (2)		Nadia Khan (4)-alternate		
	Sterling Luke (2)	X	Nicole Sanderson (7)		
X	Sara Jones (3)	X	Dave Leonard (8)		
X	Glenn McLean (4)		Michael Glidden (9)		
X	John Martin (6)	X	David Zuckerman (10)		
X	Ron Maxell (6)	X	Liz Kindred (12)		
	Charlotte Rasmussen (7)		Rob Hinton (12)		
X	Zachary Druce (8)				
X	Stephen Rondeau (8)				
X	Sonia Honeydew (9)				
	Roy Farrow (10)				
	Kathy Newell (10)				
X	Rick Gleason (Faculty Senate)				
	Labor Representation		Ex Officio Membership		Support
X	Doug Nielson WFSE Local 1488	X	Michelle Doiron Attorneys General Office		Jude Van Buren, Director, EH&S
X	Joel McCulloch SEIU Local 1199	X	Tracey Mosier Facilities Services	X	Katia Harb, Asst Director, EH&S
X	Laura Harrington SEIU 925		Wendy Winslow-Nason Risk Management	X	Sherry Baron, EH&S Technical
		X	Ron Fouty Capital Projects	X	Emma Alder, EH&S Minutes
					Patricia Azeltine, EH&S

***X= Present at meeting**

Agenda

1. Call to Order and Introductions
 2. Approval of February Minutes
 3. Food for Thought
 4. Presentation by Stuart Cordts: OSHA 300A and OARS 2013 Update
 5. EH&S Board Election
 6. Organizational Group Reports
 7. Union Reports
 8. EH&S Reports
 9. Adjourn
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Recorded: by Emma Alder

1. **Call to Order and Introductions:** Meeting called to order at 1:03 PM by Leslie Anderson. Introductions were made around the room.
2. **Approval of February Minutes:** Leslie asked for a motion to approve the February minutes as written. A motion to approve the minutes was put forward and seconded. The minutes were approved without changes.
3. **Food for Thought:** Leslie proposed an idea to improve the quality of future meetings by asking that members bring questions or presentation ideas to the meeting each month. Five minutes would be spent at each meeting to address these questions and discussing possible presentations. Leslie handed out a slip of paper for the ideas and asked that members fill it out and bring it the April meeting.
4. **Presentation by Stuart Cordts.** This presentation gave an overview of the two systems used to record injuries at the UW. Worker Compensation claims are processed through Risk Management and all incidents/accidents are recorded through the OARS system administered by EH&S. Stuart also explained what the OSHA 300 log is and what types of injuries need to be recorded on this log. He then reviewed the types of accidents/injuries reported through the OARS system and reviewed statistics from 2013 reports. Stuart highlighted certain injury/accident trends from 2011-2013. He discussed statistics related specifically to slips, trips, and falls over the previous years (2009-2013).
5. **EH&S Board Election.** Liz Kindred told the group the responsibilities of the U-Wide representative on the EH&S board. Liz has been the representative for the last two years. The board meets quarterly for about 1.5 hours. It is an interdisciplinary committee that reviews ongoing projects within EH&S. Much of the last term was dedicated to drafting Executive Order 55. Recently, there have been discussions regarding smoking on campus and whether that is something the board should concentrate its efforts on. Liz expressed it was interesting to be

a member. Laura Harrington nominated Liz Kindred and Paula Lukaszek seconded. Liz was elected unanimously to the board.

6. Organizational Group Reports. Leslie opened up this discussion, encouraging members to bring interesting OARS reports to the U-Wide committee so they can be discussed at the monthly meeting during group reports.

- **Group 1:** Ryan Hawkinson reported that the group met in March. Emma Alder gave presentation on OARS reporting system. Mentioned OSHA 300 form and reporting requirements.
- **Group 2:** Paula Lukaszek reported that her group went over a couple months of OARS reports at their last meeting. They voted on their meeting time and decided to keep their current schedule. The members gave their own reports from their safety team meetings.
- **Group 3:** Sara Jones reported that their February meeting was cancelled and will be meeting in March.
- **Group 4:** Bob Ennes reported that his group met in February and discussed 2013 injury/accident statistics regarding Group 4. They reviewed minutes, discussed the previous U-Wide meeting topics, and reviewed the summary of incident/accident reports. Their OARS reports increased from December to January but could be due to outlying reports that were from earlier in 2013.
- **Group 6:** John Martin reported that his group met in February. John was re-elected as chair. Ron Maxell was elected as second U-Wide representative. John reminded his group about the posting of OSHA 300A summaries. They reviewed incident reports and discussed bringing presentations to the committee.
- **Group 7:** Nicole Sanderson reported that their vice chair and U-Wide representative were nominated by the committee. One OARS report, which involved employee having chest pains, was mentioned.
- **Group 8:** Zachary Druce reported that their first regularly scheduled meeting will be in March. EH&S provided safety member training at the February meeting and chair and U-wide representatives were elected.
- **Group 9:** Sonia Honeydew reported that her group re-elected the same chair and co-chair. Their group was curious how OARS selects the departments for employees as they wanted to verify that the correct department is associated with the supervisor and involved individual.
- **Group 10:** David Zuckerman reported that his group met in February. There was a good turnout. Their executive sponsor will be attending meeting in March. There were two volunteers to serve as the additional U-Wide representatives: Roy Farrow and Kathy Newell (alternate). The group discussed their focus of the new term. They want to continue to review their Emergency Evacuation and Operations Plans (EEOP) and Health & Safety Plans.
- **Group 12:** Liz Kindred reported that her group met in February and reviewed January reports. They also reviewed the 2013 incident statistics. She stated that patient handling and potential exposure to infectious material were some the more frequent incidents. They improved their charter for the committee and discussed which UW entities should be

included in the make-up of the committee. There was fire at another medical facility that led to the group reflecting on their own evacuation procedures.

7. Union Reports:

- Doug Nielson: No report.
- Joel McCulloch: No report.
- Laura Harrington: Brought back idea about using flags to increase pedestrian awareness to the Transportation Committee. Their committee thought that perhaps they could create a connection to the U-Wide committee through ex-officio representation. Laura also discussed that the OSHA 300 reporting process took the members of Group 1 by surprise partially due to the medical information asked of the employee. Asked Liz if the issue should be brought to EH&S board. EH&S reported that the questions are a requirement and are not protected by the HIPAA privacy rule.

8. EHS update:

- **Lab Safety Lean:** Katia gave update on Lab Safety Lean effort. The initiative focuses on improving lab safety. Issues regarding the OARS reporting system and the ability to share information from the lab surveys have been discussed. Recently, different groups, such as bioengineering, have been approached to gain feedback on the initiative. In general, people want to know more about the accidents that are happening on campus.
- **Globally Harmonized System (GHS) update:** Katia gave update on GHS. New regulations have been adopted to standardize chemical labeling and how we communicate hazards about chemicals. Training will be required for those working with chemicals and it is a one-time training. EHS will be doing outreach for this training. The changes will include a standardized SDSs (formally MSDs) and pictograms on labels. Stuart Cordts will give in person training. Online training is also available now. Training must be completed by June 1st. NFPA and GHS have conflicting numbers in terms of conveying severity, which could cause confusion. Manufacturers will be providing the labels for their chemicals.
- **L&I Update:** Sherry Baron informed us that we have had about 14-15 inspections over the last term. Sherry asked the committee how they prefer to receive the L&I information each meeting and the response was for the paper copy to continue. She explained that L&I may choose to call an employer first to discuss a complaint and request follow-up as an alternative to an on-site inspection. This is what happened recently in the UW medical center. There was a complaint that floor waxing and painting were happening simultaneously and the employee was concerned about chemical exposure. EH&S will draft a response to L&I after we conduct an investigation into the complaint.

9. Meeting Adjournment: Leslie Anderson: Adjourned the meeting at 2:26 PM.