University of Washington
Health & Safety Committees
2018-2019 Term

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

1. Environmental Health & Safety
   - Transportation Services

2. Risk Management

3. Facilities Services

4. Unions

5. Capital Planning & Development

6. Attorney General’s Office

7. Faculty Senate

U-Wide Health and Safety Committee
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

Organizational Health and Safety Committees

University-Wide Health and Safety Committee

Information in

Report out

Report out

Information in
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
### Statistics

- **Recordable Injuries**
  - **Injury**: 85% (n = 821)
  - **Property Damage**: 8% (n = 68)
  - **Near miss - No Injury**: 4% (n = 50)
  - **Incident - No Injury**: 3% (n = 25)

- **Non-Recordable Injuries**
  - **HSC-1**: n = 10
  - **HSC-2**: n = 15
  - **HSC-3**: n = 20
  - **HSC-4**: n = 25
  - **HSC-6**: n = 30
  - **HSC-7**: n = 35
  - **HSC-8**: n = 40
  - **HSC-9**: n = 45
  - **HSC-10**: n = 50

- **Departmental Distribution**
  - **UW Medicine**: 89% (n = 2,465)
  - **UW Excluding UW Medicine**: 31% (n = 1,087)
  - **UW Employee**: 69% (n = 967)
  - **Student**: 6% (n = 96)
  - **Public**: 5% (n = 95)

- **Years (N =)**
  - 2013: 3,146
  - 2014: 3,193
  - 2015: 3,507
  - 2016: 3,552
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

Angelina Haggard, Accident Reporting System Administrator  
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