## U-WIDE HEALTH AND SAFETY COMMITTEE

### February 12, 2020 Meeting Minutes | 1 p.m. - 2:30 p.m. | N-130A

<table>
<thead>
<tr>
<th>Elected Members* (HSC Group)</th>
<th>Appointed Members* (HSC Group)</th>
<th>Environmental Health &amp; Safety (EH&amp;S) Staff**</th>
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<tbody>
<tr>
<td>X Ryan Hawkinson (1)</td>
<td>X Mark Pekarek (2)</td>
<td>X Katia Harb</td>
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<td>X Carmen Parisi (1)</td>
<td>X Kurt Oglesby (3)</td>
<td>X Denise Bender</td>
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<td>Erick Rostad (2)</td>
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<td>X Erin McKeown</td>
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<td>X Christine Aker (4)</td>
<td>X Liz Kindred, Vice-Chair (5)</td>
<td>X Manisha Konnur</td>
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<td>X Tony Colinares (3)</td>
<td>X Beth Hammermeister (4)</td>
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<td>X David Zuckerman (10)</td>
<td>X Adam Geoffrey (7)</td>
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<td>X Matthew Unruh (6)</td>
<td>David Warren (10)</td>
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<td>X Tamara Leonard (6)</td>
<td>Susan Wagshul-Golden (8)</td>
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<td>X Sonia Honeydew, Chair (9)</td>
<td>X Ann Aumann (5)</td>
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<td>X Colleen Irvin (9)</td>
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<td>X Anne Sumpter (5)</td>
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<td>X Martin Arroyo (7) – via Zoom</td>
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**Faculty Senate**

| X Lesley Colby, Dept. of Comparative Medicine |

**Labor Union Representation**

| Paula Lukaszek, WFSE Local 1488 | X Anne Donegan, UW Facilities | Felicia Foster, Atty. General's Office |
| X Christine Kang, UAW 4121      |                               | Nancy Gwin, Atty. General's Office    |

| X Amanda Clouser, UAW 4121      | X Rick Gleason, DEOHS         | Lt. Chris Jaross, UWPD                |
|                                | Steve Charvat, Emergency Management | Vacant, Transportation Services  |
|                                | Barry Morgan, Emergency Management | Vacant, Capital Planning & Development |
|                                | Ken Nielsen, Risk Claims Services |                                             |

**Ex-Officio Members**

### Agenda

X=present at meeting (quorum will be 12 elected and appointed members)

*voting members **non-voting members
1. **Call to Order and Introductions**

   Erin McKeown, EH&S Accident Prevention Manager, called the first meeting of the 2020-2021 term to order at 1:08 pm. Erin introduced herself to the new U-Wide committee and asked everyone around the room to introduce themselves.

2. **Welcome**

   Erin McKeown welcomed the committee members and gave a brief explanation of the structure and purpose of the U-Wide Committee. She also reviewed member responsibilities, and EH&S’ role facilitating these meetings including assisting the Chairs with formulating an agenda, taking and distributing the minutes, posting minutes on the EH&S website, reserving the room, and reserving Zoom so members can have remote access to the meetings. She displayed the U-Wide Charter and encouraged everyone to familiarize themselves with it. She mentioned that the committee can modify the charter, and that at least one member has already suggested changes to the section on the length of meetings. Currently the charter states that the meetings should be at least 90 minutes. The regulations say that meetings should be one hour or less, but can be extended by a majority vote.

   Erin mentioned that these meetings will be voice recorded for the purpose of generating the meeting minutes.

   Lesley Colby suggested that the committee have a regular standing item on the agenda to view and discuss data trends. The new OARS Dashboard could facilitate this discussion, however it is limited to UW incident reporting excluding the hospitals. Liz will follow up with the medical centers to see what metrics might be available to review monthly.

3. **Election of Chair and Vice-Chair for 2020-2021 term:**

   The U-Wide Committee elected Sonia Honeydew as the Chair, and Liz Kindred as the Vice-Chair for 2020-2021 term.
4. **2020-2021 Meeting Terms: Time, Day, Location, Meeting Length:**
The committee agreed to keep the same meeting time and location. They will meet on the second Wednesday of each month at 1 pm in Foege N130A.

5. **Organizational Group Reports**

**HSC 1** – Ryan Hawkinson and Carmen Parisi said that their committee met this morning. They didn't have a quorum. The group discussed the possibility of using Zoom for remote access, to boost attendance. They reviewed OARS reports and discussed OSHA 300 summaries. Since most of the members are new, Ryan briefly explained how the committee works and reminded everyone to complete their online Health and Safety Committee training.

**HSC 2** – Mark Pekarek said his committee will meet tomorrow. At their January committee meeting, the Chair and Co-Chair were elected. They discussed committee logistics, encouraged everyone to take the Health and Safety Committee training, and agreed on a meeting time & place for their monthly meeting. They couldn't review the OARS reports due to a time constraint. Mark asked about the turnaround time when testing patients for COVID 19, and was told it takes approximately one week.

**HSC 3** – Kurt Oglesby and Tony Colinares said their committee met last month. Paul Zuckowski was present to help facilitate the committee meeting. The group discussed what should be posted on the health and safety bulletin boards, where they're located, and the importance of keeping them updated. They reviewed OARS reports and noticed a trend of accidents involving housing and food services (HFS) employees. Most of these incidents involved employees rushing which caused slips, trips or falls and cuts.

**HSC 4** – Beth Hammermeister said her committee met on January 28. They reviewed the December U-Wide meeting minutes and elected a Chair (Eleanor Wade) and Vice-Chair (Bob Ennes). Melinda Young will Chair the HSC-4 Sub-Committee. Beth said that HSC-4 committee meetings can now be accessed remotely. She said the committee discussed the OARS dashboard and upcoming training on ‘rape aggression and self-defense class’ scheduled on February 22 and 23. This self-defense training is open to the public and provided by UWPD. Genome Sciences is planning to have ‘active shooter training’. Beth mentioned that the group discussed an increase in laptop thefts amongst their employees. Beth asked if there is a required length of time to complete self-inspections prior to a laboratory safety survey. EH&S indicated it is an annual requirement and will verify with the laboratory safety program owner.

**HSC 5** – Liz Kindred indicated that her committee met at the end of January. Liz was elected Chair and re-elected as the U-Wide representative. She also introduced a new member, Anne Sumpter. She said that they don't have any Northwest Hospital members yet. Liz gave an overview of Group-5 committee. She mentioned that they don't use OARS, but have their own accident reporting system called PSN. Liz mentioned they receive more than 100 incidents/month and they highlight one incident for group review as ‘PSN of the month’. She said that a big majority of their
accident reports involve workplace violence incidents, and that they have a separate committee on this topic. Liz also mentioned that they receive reports involving employees from ‘Airlift Northwest’. These are the employees who travel all over Alaska and Washington in helicopters, and need specialized hearing protection in their helmets. These employees are fitted to their helmets every year and follow a hearing conservation program. Liz was asked to elaborate on what she meant by workplace violence. Liz explained most of the workplace violence incidents involve employees being verbally or physically assaulted by patients. Denise Bender from EH&S noted that there is a new law regarding workplace violence in a healthcare setting. Liz agreed and mentioned that the definition of a healthcare setting had been modified.

**HSC 6** – Matthew Unruh and Tamara Leonard provided committee updates from their January meeting. Matthew was elected Chair and Eric Camp is continuing as the Vice-Chair. The committee discussed logistics and reviewed OARS reports. The committee is comprised of a lot of departments, leading to challenges defining who is in the group and how everyone is represented. HSC 6 had big turnover with the change of term and more than half their representatives are new. The committee questioned why work order numbers were redacted. EH&S will verify the privacy rules and communicate the results. The committee requested that EH&S provide comments on the OARS reports so that they have information on any follow-up to the incident. EH&S explained that the current OARS software is not designed to allow EH&S to open closed reports to add comments. EH&S indicated they have funding to replace OARS and will include the EH&S comments in the user requirement for the new software.

**HSC 7** – Adam Geoffroy said that the committee did not meet in January due to snow closure. However, they did meet on February 11. They were not able to elect a Chair or Vice-Chair. They talked about new departments on the campus, safety tools like the Blue Emergency Phones, who answers emergency calls, resources on the website, and also reviewed OARS reports. They also reviewed how to conduct a root cause analysis of an OARS report.

**HSC 8** – There was no one present from HSC-8.

**HSC 9** – Sonia Honeydew said her committee met on January 28. They elected a Chair and Vice-Chair and reviewed the November OARS reports. The group discussed the purpose and function of the committee and reminded everyone to complete their Health and Safety Committee training. They also discussed what needs to be updated on the safety bulletin boards. Sonia mentioned that Scott Nelson from EH&S will be talking about ‘Lithium battery safety’ at their next meeting.

**HSC 10** – David Zuckerman said that the committee met on January 27. David said that though he was not present at that meeting, the group reviewed OARS reports. He said that there was one report where the person received a head injury at the UW Botanic Gardens. HSC 10 members requested guidance for supervisors on what to tell an employee who has suffered a head injury and may have a concussion. HSC 10 members believe supervisors should have authority to ask employees to discontinuing work even if the employees think they are fine. HSC 10 has arranged for an active shooter training for the UW Arboretum staff.
6. **Union Reports:** Christine Kang introduced Amanda Clouser. Amanda will be replacing Leandro Casiraghi as the post-doc representative.

7. **Ex-Officio Reports:**
   - **Claims Services:** Ken Nielsen - no updates.
   - **UW Facilities:** Anne Donegan - no updates.
   - **DEOHS:** Rick Gleason - no updates.
   - **Emergency Management:** Steve Charvat and Barry Morgan were not present at the meeting.
   - **Faculty Senate:** Lesley Colby - no updates.
   - **Attorney General's Office:** Felicia – no updates.
   - **UWPD:** Lt. Chris Jaross reported UWPD is getting ready for the cherry blossoms season and is expecting large crowds in March. Lt. Jaross mentioned that increased planning has occurred and that they hope to better manage the crowds this March. Lt. Jaross also mentioned that UWPD has encountered an increase in homelessness across the campus.

8. **L&I updates** – Erin McKeown reported there were concerns of potential exposure to fuel, brake dust, and exhaust at Fleet Services. The L&I inspector conducted employee interviews and was provided the requested documents.

   **EH&S updates** – Katia Harb welcomed the new U-Wide committee members. She indicated that she will be meeting with the Executive Sponsors of the each of the ten health and safety committees in March and April to review the previous years’ incidents, data trends, and current safety concerns.

   Katia provided an update on the novel coronavirus. As of now, there are no confirmed cases within the UW community. She said that EH&S convened the Advisory Committee on Communicable Diseases, and has representation from many departments across the campus, including Student Life, Hall Health Center, Human Resources, and many more. EH&S is coordinating with Public Health - Seattle & King County, and will continue to maintain current information on the EH&S website.

   There were questions about travel restrictions from other countries to the USA. Katia said that everyone in the UW Community is being encouraged to contact Employee Health Center (EHC) if they have travelled to Mainland China recently. EHC is sending a survey asking for specifics on their travel dates and consulting with public health officials and medical care providers in order to determine if the employees/staff/students should stay home. University Global Affairs Office also tracks university related travels that is registered with their office.

   Tamara brought up the concern of the effect of coronavirus on the international students, specifically from China.
   - If they are graduating, will their families be allowed to attend the ceremony?
If they are current students is it advisable for them to go back home to China, since they might not be able to enter back into the USA? If they are advised to not leave the country, how would they be taken care of during the summer? How will they be accommodated?

How will UW deal with the new admitted students from China and other coronavirus affected areas?

Katia said these are all good questions that are being discussed.

Anne Sumpter mentioned, she is part of the committee dealing with coronavirus at the UW Medical Center. They have training and a drill next Wednesday on how to triage the coronavirus patients. Denise asked if they plan to collaborate with Steve Charvat, UW Emergency Management. Ann Aumann didn't know, but suggested the UW Medical Center's Emergency Management Manager would know those details.

Liz added, there is a home assessment team at Harborview Medical Center that is working closely with Public Health - Seattle & King County.

Katia provided updates on the Provost's lab safety task force. She said that a new committee has been formed focused on chemical and physical hazards in research and teaching. The committee met last month for the first time. They elected the chair (Forrest Michael) and vice chair (Lesley Colby) and voted to approve a formal escalation procedure. The committee will conduct outreach in March. This new committee will meet next at the end of February.

EH&S is currently recruiting for the following vacant staff positions:

- Biological Safety Manager
- Accident Prevention Specialist

9. Good of the Order:

Erin announced that EH&S will soon be reaching out to all departments asking if they have completed their supplemental portion of the accident prevention plan. Tamara Leonard asked if EH&S can send an email suggesting what should be included in the supplement to the Accident Prevention Plan. Erin said she would send a follow-up email to the committee members. Matthew added HSC-6 is working on a document providing a list of safety coordinators that'll help them assign accountability.

10. Adjourn: Liz Kindred adjourned the committee at 2:05 pm.