

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

April 9, 2014 1:00-2:30 pm  
University of Washington – Lower Level

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

**\*X= Present at meeting**

**Agenda**

1. Call to Order and Introductions
  2. Approval of March Minutes
  3. Review of U-Wide Member Comments and Questions
  4. Discussion of May Meeting Logistics
  5. Organizational Group Reports
  6. Union Reports
  7. EH&S Reports
  8. Open Discussion
  9. Adjourn
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Recorded: by Emma Alder

1. **Call to Order and Introductions:** Meeting called to order at 1:04 PM by Leslie Anderson. Introductions were made around the room.
2. **Approval of March Minutes:** Leslie asked for a motion to approve the March minutes as written. A motion to approve the minutes was put forward and seconded. The minutes were approved without changes.
3. **Review of U-Wide Member Comments and Questions:** Ryan Hawkinson opened the discussion with his interest in learning more about the departments each member represents. Specifically, it would be educational for members to discuss what types of OARS incidents they typically review each month. Leslie mentioned an interest of a committee member that was given to her after March's meeting. The member was interested in how other university health and safety committees are structured. It could be beneficial for our committee to communicate with other universities to see how we are similar or different and to share helpful information. Leslie suggested that each member introduce their group make-up during the member reports as well as an interesting OARS report that was recently reviewed by the organizational committee. Sherry Baron indicated that sharing best practices among the committees could be beneficial if they share similar hazards.
4. **Discussion of May Meeting Logistics:** Emma Alder opened the discussion with transportation options for getting to the May U-Wide meeting, which will be held at the Washington Park Arboretum. Many of the members would be interested in transportation to the meeting if provided. Emma will write a Catalyst survey and it send it the members to gather more information.
5. **Organizational Group Reports**
  - a. **Group 1:** Ryan Hawkinson reported on an interesting OARS report his committee reviewed that morning. The incident involved a piece of

- equipment used in the Applied Physics Lab (APL) that most committee members had never heard of. The member representing the APL described the equipment and all members learned something new.
- b. **Group 2:** There were no members present within Group 2.
  - c. **Group 3:** Sara Jones gave a brief discussion of her committee. Many of their OARS reports relate to cuts, repetitive motion, and slips, trips, and falls. Injuries may also result from rushing while working in Housing and Food Services. At her organizational meeting, she reported on the U-Wide and found that many of her members did not know about the OSHA 300 form. Her committee also discussed the incorrect categorization of some OARS reports; many that fall within the "Other" category for nature of injury or cause of harm could be classified better. The committee also talked about the culture of reporting. This led to a discussion concerning which incidents typically get reported and how to encourage the reporting of near misses.
  - d. **Group 4:** Bob Ennes reported that his committee met in March. Andy Casillas from the Capital Projects Office presented information on the Montlake Triangle Project. The subcommittee reviewed an OARS report concerning a fume hood fire that occurred in a lab while a graduate student was working alone at night. EH&S Building and Fire Safety wrote a report on the incident and found that lack of adequate training was one of the root causes of the accident. Bob will write letter to PI, copying the Dean, expressing concern about the safety of the student. The committee also reviewed the recent Emergency Management drill, Turbulent Tango.
  - e. **Group 6:** Ron Maxell reported that his committee is comprised of many new members this term. John Martin explained the importance of OSHA 300 logs at the previous meeting. The committee is in the process of evaluating the status of their departmental Health and Safety Plans. The group is also planning on crafting an e-mail to reach out to the different departments that explains their responsibilities in terms of safety.
  - f. **Group 7:** Nicole Sanderson reported that Group 7 met the day prior. Gary Bangs gave an overview of the Globally Harmonized System (GHS) for classification and labeling of chemicals. The group discussed recent traffic concerns on campus. Specifically, delivery trucks parking right in front of crosswalks. The committee will speak with drivers in order to prevent these incidents.
  - g. **Group 8:** Stephen Rondeau reported that there have been increased efforts to improve pedestrian safety around the Tacoma campus. These efforts have included rerouting and restructuring streets and sidewalks. The committee also discussed a recent practice drill and brainstormed how they can make the drills better in the future. Other topics the committee covered were the contents of first aid kits, slip/trip hazards on campus, and the electronic cigarette policy in classrooms.
  - h. **Group 9:** Sonia Honeydew reported the most common types of injuries/accidents that Group 9 reviews each month. These accidents vary from mouse bites to those involving heavy machinery. At their last meeting, Stuart Cordts from EH&S summarized the GHS changes and June 1<sup>st</sup> deadline for the new training. The committee reviewed an incident involving two laboratories that were contaminated with carbon

fiber particles leftover from the cutting processes of the previous occupants. Their group discussed how new research processes and materials are often accompanied by new risks.

- i. **Group 10:** Roy Farrow reported that at his committee's most recent meeting, Emma Alder gave a brief overview of GHS as well as the pros and cons of the current OARS system. The committee discussed the need for a health and safety plan template or sample that could be used by departments primarily off-site or in the field.
- j. **Group 12:** Joel McCulloch reported that needlesticks are one of the most common accidents that his committee reviews each month. At the last Group 12 meeting, Sherry Baron gave training on the roles and responsibilities of health and safety committee members. Other topics discussed by the committee included OSHA 300 statistics and the new GHS learning module that was implemented for the medical centers.
- k. **Faculty Senate:** Rick Gleason reported that April 28<sup>th</sup> of every year is Workers Memorial Day. There will be a ceremony on campus on Friday April 25<sup>th</sup> to show appreciation for the workers who have lost their lives in Washington State. Laura Harrington added that it would be worthwhile event for committee members to attend.

## 6. Union Reports

- a. No union reports.

## 7. EHS Updates

- a. **L&I Updates** – Sherry Baron reported that a recent employee hospitalization led to an on-site L&I investigation. She also reported two recent employee complaints were made to L&I. EH&S will investigate these complaints and report their findings and follow-up to L&I. Laura Harrington commented that as a shop steward, she could be an available union representative when L&I on-site inspections involve a SEIU employee.
- b. **GHS Update:** Katia thanked the committee for disseminating information to their committees regarding GHS. Last week, 700+ people completed the EH&S online training. Glenn asked for clarification regarding the scope of the GHS training. Only employees that work with hazardous chemicals or employees that supervise employees that work with hazardous chemicals need to take the training.
- c. **Videoconferencing Abilities:** Emma Alder gave an overview of potential videoconferencing opportunities available for the U-Wide committee. Videoconferencing could make it easier for members from Bothell and Tacoma to attend the U-Wide meetings. Nicole Sanderson and Stephen Rondeau informed the committee that traveling to campus to attend the meeting once a month has not been too difficult. The search for these technical options will be tabled until more interest is expressed by committee members.

- 8. Open Discussion:** Leslie asked the committee members how they people disseminate information to their respective departments. Committee members shared how they typically pass information along to their departments and the pros and cons of different communication options. Some of the boundaries to effective communication include high turnover, disregarded e-mails, and the horizontal (vs. top down management) structure of the university. Some options that were discussed by members to improve communication include newsletters, better listserv mailing lists, or new employee orientations. Katia Harb added EH&S has been increasing their outreach efforts through a monthly newsletter. EH&S is tracking the number of people who open the newsletter and select links. Generally, a large percentage people who receive electronic newsletters do not open them. The committee brainstormed ideas to market and promote safety initiatives and information. These ideas included booths at campus events, interviews with campus newsletters and/or newspapers. Committee members agreed that these efforts would need to be continuous in order to be effective.
- 9. Meeting Adjournment:** Leslie Anderson: Adjourned the meeting at 2:24 PM.