

University-Wide (U-Wide) Health and Safety Committee Meeting Minutes

August 10, 2016 1:00-2:30 pm
Foege N130A

| Elected Membership | | Appointed Membership | | Guests | |
|-------------------------------|--|-----------------------|---|----------|------------------|
| X | Leslie Anderson (1) Chair | X | Chad Cook (2) | | |
| X | Ryan Hawkinson (1) | X | Paul Zuchowski (3) | | |
| | Sterling Luke (2) | | Melissa Banks (7) | | |
| | Carol Harvey (4) | X | Nadia Khan (4) | | |
| | Stephen Lundgren (5) | X | Liz Kindred (5) Co-Chair | | |
| | Ron Maxell (6) | X | Sonia Honeydew (9) | | |
| | Paul Miller (6) | | David Zuckerman (10) | | |
| X | Kelly Carter-Lynn (7) | X | Maggie Luning (6) | | |
| | Betsy Brown (7) | | | | |
| | Alex Volkman (8) | | | | |
| | Meghan Fuhlman (8) | | | | |
| X | Hannah Wilson (8) | | | | |
| X | David Warren (10) | | | | |
| X | Rick Gleason (Faculty Senate) | | | | |
| Labor Union Representation | | Ex Officio Membership | | EH&S | |
| | Paula Lukaszek WFSE (Washington Federation of State Employees) Local 1488 | | Michelle Doiron Attorneys General Office | X | Katia Harb |
| | Vacant SEIU (Service Employees International Union) Local 1199 | | Tracey Mosier, Facilities Services | X | Emma Alder |
| | Vacant SEIU 925 | X | Stacie Smith, Emergency Management | X | Doug Gallucci |
| | Vacant UAW (United Auto Workers) 4121 | X | Jay Sedivy, Transportation Services | X | Angelina Haggard |
| | | X | Chris Pennington, Facilities Services | X | Eleanor Wade |
| *X= Present at meeting | | | | | |

Agenda

1. Call to Order
 2. Approval of Meeting Minutes
 3. Health & Safety Governance Task Force
 4. Organizational Group Reports
 5. Union Reports
 6. Ex-Officio Reports
 7. EH&S Reports
 8. Adjourn
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Recorded: by Angelina Haggard

1. **Call to Order:** Meeting was called to order at 1:02 PM by Leslie Anderson.
2. **Approval of Meeting Minutes:** There were no changes to the June or July meeting minutes and were approved as written.
3. **Health & Safety Governance Task Force:** The U-Wide committee discussed the questions posed by the Task Force on Health & Safety Governance. The U-Wide committees' feedback was provided to the task force.
 1. What does UW (University of Washington) do particularly well in preventing and responding to health and safety issues on campus?
 2. What could and should the UW do better? Please note specific recommendations.
 3. What impediments to you see to implementing these recommendations?
 4. What best practices from other institutions, or industry, are you aware of that UW could emulate?
4. **Organizational Group Reports**
 - a. **Group 1:** Leslie Anderson and Ryan Hawkinson reported Group 1 met earlier today. The group reviewed the Online Accident Reporting System (OARS) reports. Group 1 discussed possible Safety projects at the Provost's behest. One of the ideas discussed included creating emergency brochures for staff to easily reference during an emergency. The Information School brought a sample of their trifold emergency handout. There was interest to share this resource between the different units.
 - b. **Group 2:** Chad Cook reported Group 2 met on July 14th. Liz Cherry, their executive sponsor attended the meeting. They discussed OARS reports and reviewed the 2015 Accident Statistics. Group 2 was recognized for

being “health and safety champions” in the July 2016 message from Elizabeth Cherry for Finance & Facilities. She “... was very impressed with their methodical review of the reports of accidents and near-misses. They pay special attention to understanding the root causes of accidents and recommend actions to improve our work environments.”

- c. **Group 3:** Paul Zuchowski reported Group 3 met on July 20th. They reviewed OARS reports. It was announced that the Fire Safety & Evacuation Plan (FSEP) template is complete and available. Committee members were encouraged to provide feedback to the Health & Safety Governance Task Force. The committee also discussed a safety concern regarding a blind spot due to the A pillar in the Ford Transit Connect vehicles. The committee was going to communicate their concern to Transportation Services.
- d. **Group 4:** Nadia Khan reported that group 4 invited UW Police Chief Vincent to speak at the July meeting as a follow up to the incident that happened in the Health Sciences Building in May. The discussion focused on closing gaps regarding on-going emergencies. Health Sciences Administration was invited to take a role on the Crisis Communication Team. The University of Washington Police Department (UWPD) were encouraged to have a representative attend the U-Wide committee. The Facilities Services managers and director spoke at the June meeting about elevator and electrical outages. The subcommittee for Group 4 reviewed OARS reports for June and July.
- e. **Group 5:** Liz Kindred reported Group 5 reviewed the University of Washington Medical Center (UWMC) and Harborview Medical Center (HMC) reports. They implemented the “PSN (Patient Safety Net) of the month”. They discuss a PSN report that demonstrates the positive outcomes for reporting safety concerns – a good catch, the ripple effect of pro-activeness! The combined Blood borne Pathogen (BBP) exposure’s for 2015 were over 300 incidents. The group is discussing how to reduce needle stick/medical sharps incidents at both medical centers.
- f. **Group 6:** Maggie Luning reported Group 6 reviewed OARS reports and are making plans to reopen health & safety committee elections in September.
- g. **Group 7:** Kelly Carter-Lynn reported Group 7 reviewed OARS reports. The August meeting was cancelled. At the July meeting, Cham Kao reported on the active shooter response exercise with the Bothell Police Department (BPD), Bothell Fire Department and Woodinville. BPD was surprised how much they learned about the layout of the campus and clearing buildings. Faculty and staff had concerns about the realism of the exercise. Crisis situation training is currently being planned for faculty and staff. The CARE (Consultation, Assessment, Response, Education) team is also available for staff/faculty/students for these types of situations and was recently activated for the shootings in Mukilteo involving UW Bothell

students. The Seattle PEAT (Pre-Assessment Entry Team) has scheduled training in September. The UW Bothell CERT (Campus Emergency Response Team and EOC (Emergency Operations Center) in a box will participate in the training.

- h. **Group 8:** Hannah Wilson reported group 8 reviewed OARS reports. UW Tacoma is concerned with pedestrian safety and will meet with the City of Tacoma in September. They are reviewing the Floor Warden Program and will provide additional training for drills in the fall.
- i. **Group 9:** Sonia Honeydew reported Group 9 met on July 25. They reviewed OARS reports. Staci Smith was the guest speaker and presented on earthquake preparedness.
- j. **Group 10:** David Warren reported that group 10 met on July 18th and reviewed OARS reports. The Associate Dean of the College of the Environment compiled the college's feedback to the four questions asked by the Health and Safety Governance Task Force. There will be Comprehensive Wilderness Training in the fall; Bothell campus is interested in the training curriculum.
- k. **Faculty Senate:** Rick Gleason reported that OSHA (Occupational Safety and Health Administration) penalties increased by 78% and may be retroactive to November 2, 2015. Please ensure any OSHA violations are reported to safety committees.

5. Union Reports: No report.

6. Ex-Officio Reports

- a. Staci Smith reported the 2016 Great Shakeout Earthquake Drill on October 20th at 10:20 a.m. will allow employees an opportunity to practice "Drop, Cover, and Hold On" - stay tuned for more information.
- b. Jay Sedivy conducted safety observations at the intersection of Pend Oreille and Stevens Way for about 1 ½ hours. During this time he observed 34 University vehicles; of those observed 17 University vehicle drivers were not wearing their seat belts. He also observed cell phone use while operating a University vehicle. He shared his safety observations with the Facilities Services Management team. Jay also attended the Facilities Services shop meeting and emphasized the importance of wearing seatbelts and not using cell phones while operating University vehicles. Jay stated University drivers are ambassadors of the University. Jay is coordinating an enforcement initiative with Seattle Police Department/UWPD.

7. EH&S Reports

- a. **Accident Prevention Unit:** Angie Haggard suggested the U-Wide committee create a charter and standardize the agenda and meeting minute templates for the health and safety committees.
 - b. **Labor & Industries (L&I) Update:** On July 8th an Allergy & Infectious Disease employee was hospitalized as a result of a finger amputation due to improperly packaged sterile samples with dry ice. No L&I inspection has occurred.
- 8. Meeting Adjournment:** Leslie Anderson adjourned the meeting at 2:29 PM.