

University-Wide (U-Wide) Health and Safety Committee
January 11, 2017 Meeting Minutes
1:00-2:30 pm Foege N130A

Agenda

1. Call to Order
 2. Approval of Meeting Minutes
 3. UWPD Input on Response Concerns
 4. U-Wide Charter
 5. Organizational Group Reports
 6. Union Reports
 7. Ex-Officio Reports
 8. Environmental Health & Safety (EH&S) Updates
 9. Adjournment
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Recorded: by Robyn Kunsman

- 1. Call to Order:** The meeting was called to order at 1:05 PM by Leslie Anderson.
- 2. Approval of Meeting Minutes:** The following corrections were made to the December Minutes: Group 1, "Provost" misspelling; Group 7, "They secured a budget for their committee *which will result* in additional stop signs, improved walkways and improved office lighting." The December Minutes were approved as corrected.
- 3. UWPD Input on Response Concerns:** Officer Jaross was briefed by Chief Vinson before attending the meeting. Leslie Anderson brought up issues regarding dispatch response and response guidelines around transients on campus. Kelly Carter-Lynn, Colleen Irvin, Ryan Hawkinson, Jude Van Buren, and Ron Fouty also added concerns.

Officer Jaross stated to leave the situation and call UWPD. He requested specific dates/times of dispatch incidents so that UWPD can look into a potential internal issue. If issue persists, callers are to tell dispatch to send an officer and/or to ask to speak with a supervisor. UW is an open campus with hours posted, meaning that anyone is allowed during open hours (includes napping in buildings). UWPD should be called if transients are found in obscure parts of buildings. Officers are posted in zones on campus to promote familiarity. They undergo Crisis In Training (CIT). Officer Jaross said to keep reporting concerns, keep your eyes open, be educated, and educate students around you.

- 4. U-Wide Draft Charter Discussion:** Emma Corell discussed updates to the draft: responsibilities; clarified attendance policy; agenda setting; guests (invited only by committee members); frequency/length (governed by Robert's Rules); web page live links; and, what constitutes a quorum. Additions will be made in regards to updating the charter every two years or as needed due to significant change. The latest draft will be sent out by the end of week; Voting will take place at the February U-Wide meeting. The charter will be added to the U-Wide page of the EH&S website once finalized.

5. Organizational Group Reports

- a. **Group 1:** Leslie Anderson and Ryan Hawkinson reported that Group 1 met earlier today. The group reviewed the Online Accident Reporting System (OARS) reports. Chief Vincent joined to discuss and take recommendations regarding UWPD response and transient issues brought up at the December meeting. Carmen Parisi in the Information School provided emergency information packets she created as an example to the group. The group is working on figuring out how to replicate a phone tree linked to a safety portal of emergency procedures.
- b. **Group 2:** Chad Cook stated Group 2 has not met yet.
- c. **Group 3:** Paul Zuchowski reported that Group 3 met and reviewed OARS reports. They followed up on previous reports and discussed charter. He reminded members the new Fire Safety Evacuation Plan (FSEP) template is available to update their respective plans.. The group had a conversation about evacuation areas, noting that the tunnel under the North Hall lawn is having water issues.
- d. **Group 4:** Carol Harvey reported that the Group 4 subcommittee reviewed OARS reports. The group is encouraging all to take photos of areas noted in these reports in order to specify the location. Topics for 2017 will include training videos, PPE in public spaces, and earthquake procedures.
- e. **Group 5:** Liz Kindred stressed the importance of everyone receiving their annual flu shot.
- f. **Group 6:** Maggie Luning reported that Group 6 met and reviewed OARS reports. They discussed U-Wide attendance policy, Tent City 3, and UWPD response (notably: requesting civilian-attire officers to be present for de-escalation).
- g. **Group 7:** Kelly Carter-Lynn reported that Group 7 reviewed OARS reports. They are waiting for the full team to discuss how to spend their \$5,000 budget. Angie Haggard also gave information about the budget being spent by June on a proposed AED (especially for Housing and Food Services) and a shakeout trailer. They are focused on getting staff trained in First Aid/CPR. They also have a newly commissioned Bothell Police Department officer.
- h. **Group 8:** Hannah Wilson reported that Group 8 has not met yet.
- i. **Group 9:** Colleen Irvin reported that Group 9 has not met yet.
- j. **Group 10:** Angie Haggard reported that Group 10 reviewed OARS reports and gave a U-Wide update. The group is interested in the same “pocket plan” project as Group 1, and the two groups were put in touch.

6. Union & Faculty Senate Reports: No updates were reported.

7. Ex-Officio Reports:

Ron Fouty reported 2016 statistics:

- 1.5 million construction work hours completed
- 15 recordable injuries and two lost work days
- Total recordable incident rate: 1.84. (5%) Lost day 0.86. (3.5).
- 54 first aid and 46 near miss incidents were reported
- 83 formal job walks were completed
- 22 preconstruction meetings were conducted that focused on safety.

Stacie Smith introduced a new hire: Elizabeth King, Plans, Training, & Exercise Manager, Emergency Management. Elizabeth encouraged committee members to review their CPE. Stacie also noted that they are updating their website for better training use and tracking.

Rick Gleason reported a 5% reduction in the cost of worker's compensation.

8. Environmental Health & Safety Updates:

Jay Sedivy discussed Bridge driver safety and awareness training. He asked members to let others know that the reminder and refresher emails are legitimate, and reminded everyone that the course refresher is every two years.

Chris, Tracy, and Barb reviewed the Comprehensive Emergency Management Plan (CEMP) plan.

Emma Corell discussed current and upcoming OSHA record keeping requirements. She noted that summaries need to be posted and uploaded electronically to OSHA by July 1 beginning this year. Form 301, log, and summary need to be uploaded by March 2 beginning in 2018. Missing required fields not previously required (such as hire date and DOB) will also now be needed. Forms of incidents will be made public by OSHA to improve accuracy of information and provide transparency. What specific fields will be made public are still unknown.

Emma introduced a new EH&S section department, Occupational Safety and Health (OSH). Jude Van Buren introduced the OSH Assistant Director, Denise Bender (not present). OSH will focus on Prevention (Accident Prevention Program), Health and Safety Committees, L&I claims, the EH&S Training Program, etc.

Rick Gleason made a motion to have someone from the Transportation Services Committee represented in U-Wide after a suggestion made to the group by Emma Corell. The motion was passed. Jay Sedivy (present) will be ex-officio from Transportation Services to speak about vehicular and fleet safety.

Jude Van Buren mentioned the Assessing Biological and Chemical Risks in the Workplace conference on February 16, and asked for those interested to RSVP.

The U-Wide election process will start in August.

9. Adjournment: Leslie Anderson adjourned the meeting at 2:20 PM.