

UW Tacoma Health & Safety Committee Meeting
Minutes
May 13, 2010

In attendance: Angela Zurcher, Darcy Janzen, Susan Wagshul-Golden, Oliver Dunagan, Joe Chynoweth, Trish Fiacchi, Dave Leonard, Kim Davenport, Jennifer Sundheim, Stephen Costanti, Linda Spence-Noyer, Lia Wetzstein, Nan Geier, Michael Pedee, Michael McMillan, Suzanne Skaar, Jessica Asplund

J. Chynoweth called the meeting to order at 1:03 p.m.

Agenda was adopted as presented.

Minutes from the April meeting were approved with changes.

Report from UW-wide meeting

M. McMillan and S Costanti reported that EH&S gave a presentation on accident investigation and reporting. Highlights of the presentation included:

Responsibility:

- It is the supervisor's responsibility to investigate accidents per UW Policy APS 10.3. The supervisor usually is the most knowledgeable of the work processes, procedures, persons, and industrial relations environment of a particular situation.

Reporting:

- Rescue and/or medical response to accident are the first priorities, before investigation and reporting.
- All incidents must be reported to EH&S within 24 hours - even near misses – using the Online Accident Reporting System (OARS).
- All fatal, possibly fatal, or in-patient hospitalizations of an employee due to an on-the-job incident must be reported immediately to EH&S who must subsequently report it to L&I within 8 hours (WAC 296-800-32005). (Delayed fatalities or hospitalizations up to 30 days later must also be immediately reported.) Late reporting may result in an L&I citation.
- Special reporting requirements are required for:
 - o Workplace violence (follow UW Workplace Violence Policy)
 - o Collisions / UW Vehicles accidents (report to the UWPD and Fleet Services Office within 24 hours)
 - o Bloodborne pathogen exposure (follow your departmental procedures, notify designated staff, and immediately seek medical attention.)

Confidentiality rules apply in the following situations:

- Injury/illness to an intimate body part or to the reproductive system
- Injury/illness resulting from sexual assault
- Mental illness
- Case of HIV infection, hepatitis, or tuberculosis

- Needle-stick injury or cut from sharp object that is contaminated with blood or other potentially infectious material (see 29CFR Part 1904.8) or
- Other illnesses, if the employee independently and voluntarily requests that his/her name not be entered on the log.

The accident investigation involves a multi-step process, including:

1. Collecting information
2. Analyzing all causes
3. Developing corrective action control "hit list"
4. Making recommendations, including what is reasonably practicable
5. Taking corrective action and monitoring

If there is a serious injury accident investigation for death, near-death, or a person is admitted to a hospital, make sure that any equipment involved in the accident is not moved (except to remove victim or to prevent further injuries) because L&I may want to do an investigation.

Incident Reports Reported to Security

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M. Pedee reported there was a student on crutches that got the end of it stuck in pigeon wire that was not secured correctly on the KEY sky bridge. Per O. Dunagan, that part of the wire has been removed. Some members of the committee asked what were the health concerns regarding the pigeon population. D. Leonard informed that people exposed to pigeon droppings can catch a severe, fungal lung disease called histoplasmosis, so it is important that anyone doing cleanup follow a protocol to control potential exposure.

Meeting Topics

D. Leonard suggested that there be a monthly schedule of topics and presented a handout that listed possible topics and provided different possible formats and schedules. He reported he will solicit input from committee members and report on the topic at a future meeting.

D. Leonard also shared that he recently gave a presentation to UW Bothell that explained the EH & S role at the UW. L. Wetzstein suggested that UW Tacoma have this presentation as well. J. Sundheim and S. Wagshul-Golden agreed that a presentation by EH&S to clarify their role is a good idea. As a result, he agreed to give the presentation at the next scheduled meeting.

J. Chynoweth asked if EH&S had food safety authority on the UW Tacoma campus. D. Leonard said that yes, there is an MOU in place with the Department of Health.

Incident Reports

May, 2010

J. Chynoweth reported there were no incidents from OARS

Earthquake Drill

J. Chynoweth asked if UW Tacoma wanted to participate in the state wide drill next year. S. Costanti said the committee would need to decide UWT's level of participation. S. Wagshul-Golden and S. Peterson

from EH&S are designing a comprehensive training plan. Safety and Security have 2 PEAT certified people. L. Wetsztein suggested holding an Earthquake week campus wide. There could be movies, educational materials and presentations. Also, it would be smart to test the comm. system between the buildings. J. Sundheim motioned to recommend participation in April 2011 earthquake drill. L. Wetsztein 2nd the motion that a subcommittee be created to work on this issue. J. Chynoweth charged J. Sundheim, S. Wagshul-Golden and D. Janzen with heading the earthquake drill subcommittee.

Round Table

L. Spence-Noyer was concerned by lack of response to calls made on the evac warden radios. She wasn't sure if wardens should answer each other's calls or wait for Safety and Security, or if there needs to be a change in procedures. S. Wagshul-Golden said that procedures do need to be refined. L. Spence-Noyer asked if there should be some evac warden training and S. Wagshul-Golden answered that she and D. Leonard are working on that.

L. Wetsztein proposed that there be some sort of warning when the fire alarm system is being worked on as it leads to confusion on what to do. J. Chynoweth suggested creating a procedure for those situations.

J. Asplund reported that during an alarm that was found to be false, a faculty member stated she was told by security that she didn't need to evacuate as it was a false alarm, which complicated the authority of the evac warden trying to clear the building. Matters are also complicated when the vapor lights burn out as they create smoke and trigger the fire alarm. S. Wagshul-Golden instructed that when there is an alarm everyone must evacuate until notified it's safe to return. It was also discussed that no matter the incident, it is important that people follow the emergency evacuation procedures and that an OARS report be created so that there is an accurate record of an event that can be properly reviewed by the safety committee.

J. Chynoweth requested that if a dash light comes on while using a vehicle to please report it to Motor Pool (Facilities) right away.

O. Dunagan reported that an employee had hit their head and contacted him to get information to report it. He instructed them to file a report in the OARS system and also found where the head was bumped and foamed the area to make it less blunt. J. Chynoweth suggested a follow up with the employee's supervisor to ensure an OARS report was submitted.

S. Skaar wanted to know the procedure to replacing a committee member when the current member leaves. Can the department appoint someone until the next election or, does there need to be an election before that. S. Wagshul-Golden stated she would follow-up.

K. Davenport moved to adjourn.

Meeting was adjourned at 2:03pm

-submitted by Dayna Barr