

# **Group 4 Health & Safety Committee**

April 29, 2008

9:00 a.m. - 10:30 a.m.

T-269, Health Sciences Building

## **Meeting Minutes**

- Present:**
- Lisa Anderson, Hall Health Primary Care Center**
  - Jim Angelosante, HS Administration**
  - Ann Aumann, UW Medical Center**
  - Rita Bellanca, WA National Primate Research Center**
  - Siobhan Brown, School of Medicine**
  - Ruth Del Rosario, School of Pharmacy**
  - Ed Farnham, HS Administration**
  - Tara Goode, UW Medical Center**
  - Charlene Karr-May, Comparative Medicine**
  - Rich Lee, School of Dentistry**
  - Barbara Lovseth, School of Medicine**
  - René Lucas, School of Public Health & Community Medicine**
  - Kathy Maher, Harborview Medical Center**
  - Suzanne Mason, Hall Health Primary Care Center**
  - Cindy Moore, Health Services**
  - Irene Moy, Health Sciences Academic Services & Facilities**
  - Phil Numoto, Environmental Health & Safety**
  - Stephanie Steppe, Health Sciences Administration**
  - Joyce Tsuji, School of Nursing**
  - Melinda Young, WA National Primate Research Center**
- Absent:**
- Thomas Beikler, School of Dentistry**
  - Paul Bentson, WFSE**
  - Laura Campbell, Comparative Medicine**
  - Gail Harrell Colfax, School of Social Work**
  - Patricia Hedtke, School of Pharmacy**
  - Julie Hart, School of Nursing**
  - Nancy Nystrom, School of Social Work**
  - Alex Peck, Environmental Health & Safety**
  - Eshy Shahrazed, Health Sciences Library**
  - Chuck Treser, School of Public Health & Community Medicine**
- Guests:**
- Don Larson, UW Medical Center**
  - Michael Merrill, Environmental Health & Safety**
  - Patty Riley, UW Medical Center**
  - Denis Sapiro, Environmental Health & Safety**
  - Julie Worlein, WA National Primate Research Center**

The meeting was called to order by Stephanie Steppe.

### **Safety Concerns**

Stephanie showed special "non-safety" pictures forwarded from Bill Howald, former Group 4 committee member. Those were pictures showing unsafe workplace and home practices worldwide. With great concerns for workplace safety, Stephanie reminded members and their staff to pay serious attention to safety procedures to avoid accidents and injuries.

### **F/U on HMC Inspection**

Denis Sapiro reported that the L&I compliance inspection involving the HMC public safety officers has been closed. It will take another 3 weeks before EH&S receives a detailed final report, but Denis has been notified that 8 violations, 2 serious and 6 general, will be documented. Of the 2 serious violations, one carries a citation while the other an assessment. Those two violations are:

1. No guarantee that HMC public safety officers are on patrol 24 hours a day at the Pioneer Square Clinic.

In order to make sure that public safety officers are on patrol and reachable, William Garber, HMC public safety director, has purchased 4 cell phones for them to carry when they are on duty.

2. The old (historic) HMC firehouse does not meet the current WAC requirements.

The stairway of the firehouse has a clearance of 5 ft. 5 in., lower than the current WAC requirement of 6 ft. HMC was not able to increase the stairway height due to restrictions that govern structural changes to historical buildings but a variance application has been submitted for a warning sign in both directions and padding on the stairs overhead.

Denis indicated that L&I has investigated training documents for some specific topics and found most of them were out of compliance with the annual refresher training. Bloodborne pathogen training, in particular, has been cited. As a specific requirement for bloodborne pathogen training, EH&S has to provide access to a "live person" for questions and answers and a copy of the bloodborne pathogen regulations must be available at the time of training. Denis will work with JoAnn Kauffman, manager of Research & Biosafety Office at EH&S and a registered nurse, to expand the online refresher training.

Denis also mentioned two issues relating to activities in all safety committees:

- Hospital incident/accident reports were not mentioned in safety committee meeting reports. These meeting minutes should document review of I/A reports, as that is a major function of safety committees. Documentation should indicate that supervisors determined the cause of an incident or accident and took adequate measures to prevent a recurrence. Barbara Lovseth, who led the Group 4 subcommittee in reviewing the non-hospital I/A reports, found most reports without supervisor's comments and follow-up actions. She agreed with Denis

that some tool should be employed to contact supervisors about incomplete reports. Stephanie told subcommittee members that she has a form letter that they could use to follow up with supervisors. She also shared this letter template with Denis prior to the meeting.

- All UW employees can nominate and vote for representatives to their safety committees. Denis emphasized that all UW employees must have the opportunity to nominate and vote for representatives to their safety committees. Nominations and elections must be provable with documents such as ballots and email messages.

### **HMC Election Update**

Denis announced that HMC election is complete. Kathy Maher is now representing HMC to Group 4 as an elected member. Robert Carroll, Professional & Technical Support Director of HMC Clinical Support Services and chair of Harborview's H&S Group, will be the appointed representative to Group 4; his appointment is yet to be confirmed. Paul Bentson from WFSE will be the union representative.

### **Accident in I-015**

Denis updated on the accident that happened in I-015 on Friday, April 11, 2008. A worker from Facilities Services, while working on a stepladder trying to put back a ceiling light fixture, contacted a live wire. He fell from the ladder and broke his pelvis. He was sent to UWMC then HMC for medical attention. Besides a pelvic injury, this worker had received a 270-volt electric shock.

Denis and Joseph Kwok did a preliminary investigation on the following Monday. During this investigation, computer records was found showing that a defective relay stuck in the closed position, which indicated that lights in the room were never turned off on April 11. Before determining the cause of the defective relay, Denis and Joseph suggested that a better and more effective lock out/tag out procedure be drawn up and put in place before work is resumed in I-015 to reinstall the light fixture. This should also be a common practice to follow in the future.

Denis added that the co-worker who was present at the time of the accident was interviewed. He has also scheduled through the wife of the injured worker to interview the worker himself on April 29 in order to get a detailed account of the accident. The worker is now recovering in a rehabilitation center.

Denis finished his report by reminding members and their staff to always follow proper procedures to ensure their own safety. Looking at the day and time of the accident in I-015, he believed the worker might be in a rush to finish the task in a late afternoon shift.

### **Review of February & March Meeting Minutes**

The February and March minutes were reviewed and approved as written. They will be posted on the Group 4 H&S Committee website.

### **U-Wide Safety Committee Meeting Report - UW Tacoma Safety Fair Update**

On April 9, Stephanie and Ed Farnham joined the U-Wide Health and Safety Committee for a trip to the UW Tacoma campus to attend the "Safety Summit" hosted by the Tacoma's Group 8 safety committee. In the fair, there were booths focusing on sexual harassment, fire safety, workplace and domestic violence, etc. Afterwards, members were given a tour of the UW Tacoma campus.

On the way to Tacoma, a training tape was played on the bus that showed the real-time progress of an office fire from ignition to full engulfment in a span of just 4 minutes!

### **Non-UWMC I/A Subcommittee Report**

Barbara Lovseth reported on behalf of the subcommittee the batch of reports from January 1 to March 31, 2008. Subcommittee members found nearly 1/3 of the reports without supervisor's comments or corrective actions. As mentioned earlier in the meeting, Barbara thought it is necessary for all supervisors to include corrective actions and made communications to other offices as part of the incident/accident report requirement. From now on, as agreed with Stephanie, Barbara and subcommittee members will use the form letter to notify supervisors to complete reports and made necessary corrective actions. However, prior to the Group 4 subcommittees reviewing the I/A reports, Denis' staff will verify supervisory response.

Denis thought it is necessary to educate supervisors what their responsibilities are in terms of health and safety and incidents and accidents that could happen in their departments and units. He is collecting ideas of how to market this educational information. Members suggested training sessions, both fact-to-face and online classes, should be given to supervisors. Training should include instructions to fill out OARS report forms and supervisor's responsibilities for corrective actions with their employees. Denis told members that Joseph is in the process of revising the online reporting form with the comments and suggestions provided by Barbara and the subcommittee members. Joseph will ask Group 4 members to BETA-test the revised form once it is available.

### **How to handle HMC & UWMC Incident/Accident Reports**

Patty Riley, Assistant Administrator, and Don Larson, Director of Operations & Maintenance, from UWMC attended the meeting and talked about the duties and responsibilities of the various health and safety teams of the hospital. Kathy Maher also talked about their safety teams and recapped the functions of the PSN reporting system used in UWMC and HMC. In the past, EH&S presented trend analyses of the hospital's I/A reports to Group 4 safety committee on an annual basis. Unfortunately, L&I will no longer accept these trend analyses as official reports. According to L&I regulations, the hospitals are required to review their employee incident and accident reports and report back to the Group 4 safety committee. In order to comply with L&I requirements, Stephanie required UWMC and HMC to form subcommittees to review their employee I/A reports, the same way as the current subcommittee who reviews the non-hospital I/A reports for the Health Sciences. She thought it would be appropriate for the current members from the hospitals to form their

*Group 4 Meeting Minutes*  
*April 29, 2008*  
*Page 5*

subcommittee. She has assigned Kathy Maher, Robert Carroll (when appointment becomes official), and Paul Bentson to review HMC's reports and Ann Aumann and Tara Goode to review UWMC's reports. In the meantime, Stephanie will work with Joseph to get monthly reports to the subcommittees; subcommittees will need to report back to the full committee on a monthly basis.

The meeting was adjourned.

*Minutes submitted by Irene Moy*  
*5/07/08*