

Group 4 Health & Safety Committee

February 26, 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**
 - Gail Harrell Colfax, School of Social Work**
 - Ed Farnham, HS Administration**
 - Tara Goode, UW Medical Center**
 - Patricia Hedtke, School of Pharmacy**
 - Julie Hart, School of Nursing**
 - Charlene Karr-May, Comparative Medicine**
 - Rich Lee, School of Dentistry**
 - Barbara Lovseth, School of Medicine**
 - René Lucas, School of Public Health & Community Medicine**
 - Suzanne Mason, Hall Health Primary Care Center**
 - Phil Numoto, Environmental Health & Safety**
 - Eshy Shahrazed, Health Sciences Library**
 - Stephanie Steppe, Health Sciences Administration**
 - Melinda Young, WA National Primate Research Center**
- Absent:**
- Thomas Beikler, School of Dentistry**
 - Laura Campbell, Comparative Medicine**
 - Ruth Del Rosario, School of Pharmacy**
 - Kathy Maher, Harborview Medical Center**
 - Cindy Moore, Health Services**
 - Irene Moy, Health Sciences Academic Services & Facilities**
 - Nancy Nystrom, School of Social Work**
 - Alex Peck, Environmental Health & Safety**
 - Carol Resnick, SEIU Local 925**
 - Chuck Treser, School of Public Health & Community Medicine**
 - Joyce Tsuji, School of Nursing**
- Guest:**
- Michael Merrill, Environmental Health & Safety**

The meeting was called to order by Stephanie Steppe

Kitchen Oil Fire - The Wet Towel Approach

Stephanie presented a short video on kitchen oil fires and an effective method to extinguish them, using a water soaked towel.

Members discussed their personal experiences with kitchen fires and suggested that physically practicing this technique is the best way to stay calm when the real situation arises in the future. The Wet Towel Approach handout was distributed.

The video is available from Irene for all members' use.

Review of January 22 Meeting Minutes

The January 2008 meeting minutes were approved. (**Note:** Rita Bellanca's name is misspelled in minutes, under topic: Non-UWMC Incident/Accident Subcommittee).

U-Wide Safety Committee Meeting Report

Ed Farnham reported on the following:

- ☛ The U-Wide Safety Committee will hold, at minimum, monthly meetings and asked all members to serve as liaisons for their respective groups.
- ☛ Sound Shake '08 will be held on Wednesday, March 5th from 8:30 a.m. to 4:00 p.m. This emergency response drill is for all state agencies and their respective Emergency Operation Centers, not all Unit Response Centers will participate.

Stephanie spoke on the April statewide Drop, Cover, and Hold event. These are two different exercises.

- ☛ Dave Weaver reported on risk management and workers compensation. Rich Lee added that \$9.2 million was paid last year in insurance premiums. Medical Center back injury incidents continuously to be high and there are efforts underway to install lifts in more patient rooms to diminish injuries (5 out of 6 injuries are from moving patients).

Accident claims should be first assessed to determine that they are work-related, whether a doctor should/has been consulted, and that the supervisor has been notified. Supervisors will report via the Online Accident Reporting System (OARS).

- ☛ Ronald Fouty (Group 2, Finance & Facilities) was elected as Chair to the U-Wide Committee and Jack Herndon (Group 9, Engineering) was elected as Vice Chair.
- ☛ Due to an outdated WAC, the University is taking the initiative to draft a new campus policy regarding purchase, management, and maintenance of AED (Automated External Defibrillator). The final draft copy will be included with these meeting minutes.

Primate Center Emergency Operation Plan & Floor Warden Training

Melinda Young gave a PowerPoint presentation created by Julie Worlein for new employees in the Primate Center. Stephanie noted that the presentation would be suitable for adaptation by many

other departments and Julie has set restrictions for use. An electronic copy of the presentation is available from Melinda or Irene.

Health & Safety Bulletin Boards

Safety bulletin board examples were distributed, including: 1) Health Sciences Academic Services & Facilities; 2) WA National Primate Research Center; 3) Department of Surgery; and, 4) Dean's Office, SPHCM. Rich Lee noted that the School of Dentistry is creating a map of emergency information for easy visual access. Stephanie suggested that it should be placed in a highly visible location. Many other locations are near highly trafficked areas, including refrigerators, educational opportunity postings, and department news. Rich highlighted the convenience of having links to online information as seen on the Department of Surgery bulletin board. He will forward these links and requirements for the bulletin boards.

UWMC Incident/Accident Trend Analysis

The UWMC Safety Management Committee has not yet met to discuss this topic. Phil Numoto will present this information at the next Group 4 Safety Committee meeting.

Non-UWMC Incident/Accident Subcommittee Report

Barb reported that she will continue on the subcommittee. The subcommittee is now receiving reports from Dentistry and Barb was concerned that Dentistry might not be receiving the same information. She would like a representative from Dentistry to join the subcommittee; Rich will consult with Dentistry. Barb noted low reporting of incidents through OARS. EH&S will be beta testing of new system shortly and Michael Merrill requested help from committee members during the beta testing. Stephanie noted that the number of incidents may appear to have decreased; it is more likely that they are simply not being reported. Members agreed there should be more contacts within departments when incidents occur.

Subcommittee voted to require all supervisors to include corrective actions made and any communication to other offices as part of the incident report.

The meeting was adjourned.