

Group 4 Health & Safety Committee

January 22, 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
Thomas Beikler, School of Dentistry
Rita Bellanca, WA National Primate Research Center
Laura Campbell, Comparative Medicine
Gail Harrell Colfax, School of Social Work
Ed Farnham, HS Administration
Patricia Hedtke, School of Pharmacy
Julie Hart, School of Nursing
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
Cindy Moore, Health Services
Irene Moy, Health Sciences Academic Services & Facilities
Phil Numoto, Environmental Health & Safety
Carol Resnick, SEIU Local 925
Stephanie Steppe, Health Sciences Administration
Chuck Treser, School of Public Health & Community Medicine
Joyce Tsuji, School of Nursing
Melinda Young, WA National Primate Research Center

Absent: **Siobhan Brown, School of Medicine**
Ruth Del Rosario, School of Pharmacy
Tara Goode, UW Medical Center
Charlene Karr-May, Comparative Medicine
Kathy Maher, Harborview Medical Center
Nancy Nystrom, School of Social Work
Alex Peck, Environmental Health & Safety
Eshy Shahrazed, Health Sciences Library

The meeting was called to order by Stephanie Steppe. Introductions were made to welcome all members to the first 2008 meeting.

Review of Safety Committee Purpose & Charge

Stephanie Steppe discussed the purpose, organization, and responsibilities of the University-Wide Health & Safety Committee and therein the duties of the Group 4 Health and Safety Committee. General requirements of health and safety committees are outlined in the training package distributed in the EH&S health & safety committee member orientation prior to this meeting.

In order to accommodate what is normally a full agenda, all Group 4 Health and Safety Committee meetings will be scheduled for 1½ hours. The meeting schedule for 2008 was distributed.

Election of Chair & the Alternate

Stephanie was elected committee Chair, along with Rich Lee and Ed Farhnam who were elected as additional representatives, to provide representation to the University-wide Health and Safety Committee meetings. Chuck Treser was elected as an alternate in the event both Rich and Ed were not able to attend the University-wide meetings. These four representatives to the U-wide committee recognize that they collectively have only two votes, when such issues arise at the U-wide committee. 2008 Group 4 Health and Safety Committee roster was distributed.

Meeting Courtesy and Rules

Stephanie talked about meeting courtesy and rules. She asked that members be on time and actively participate in the monthly meetings. She expects at least one of the two members from each unit would attend the meeting. In case members are not able to make the meeting, they should inform Irene Moy in advance.

Stephanie also hopes members could get the most out of the meetings and share information with faculty, staff, and students in their units. She recommended members to make use of emails and bulletin boards in their areas to promote health and safety issues. Members are encouraged to bring in topics/issues of interest or concern to be discussed in future meetings.

As different departments work with different dynamics, some members thought a tour or meetings in their space would enable members to know better what other departments are doing. Stephanie and other members concurred; she asked members to coordinate with Irene if they offer their conference rooms for meetings or a tour to their space.

Non UWMC I/A Subcommittee Members

For the last two years, Bob Ennes from Health Sciences Administration, together with Barbara Lovseth and Siobhan Brown from School of Medicine, formed a standing committee to review the non-UWMC I/A reports. They met regularly with Joseph Kwok from EH&S to look at injury trends and follow-up on cases with the individuals through the school's liaison. Subcommittee members only bring to the full committee cases that need further action. In this way, the reports are reviewed in a more efficient way, avoiding delays and duplication of actions.

Rita Bellanca, Patricia Hedtke, Carol Resnick, and Chuck Treser volunteered to be members of the new subcommittee. Thanks to Barbara who will coordinate the first meeting, to share her past experience and introduce Joseph Kwok to the subcommittee. In this meeting they will review the new batch of reports for the period of September 1 to December 31, 2007.

In response to members' requests in previous meetings, Phil Numoto from EH&S will talk in the next meeting about injury trends of the incident and accidents reports from UW Medical Center.

Updated Health & Safety Plan

Stephanie recapped Karen VanDusen's letter regarding campus-wide compliance with health and safety regulations that she shared with members in the last meeting. One of the regulations requires each organizational department or unit to have a current health & safety plan in place. After the last meeting, Stephanie emailed all Health Sciences administrators and Group 4 members to remind them of the need to develop or update their safety plans. She asked that an electronic version of their plans be submitted to her, so that she could forward such to EH&S before January 15, 2008. As of the date of meeting, Stephanie has received plans from only 10% of all 112+ departments/units that she notified. She reminded once again that a health & safety plan template is available on the EH&S website. Members can make use of the template as a guideline to develop their plans. Stephanie asked members to bring their ideas or problems to share with the group in the next meeting. They can also direct their questions to Michael Merrill in EH&S before the next meeting.

Review of December 2007 Minutes

The December 2007 meeting minutes were approved.

The meeting was adjourned.

Minutes submitted by Irene Moy
1/26/08