

Group 4 Health & Safety Committee

June 24, 2008

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

T-269, Health Sciences Building

Meeting Minutes

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

The meeting was called to order by Bob Ennes.

Accident Reporting & Investigation for Supervisors

Joseph Kwok, EH&S Safety Professional, gave a PowerPoint presentation on the accident reporting and investigation process for UW supervisors. He described what is expected from supervisors in reporting and investigating accidents. Then he walked members through the six investigation processes step by step. These basic requirements can be found in the UW Administrative Policy Statement (APS) 10.3.2. and 10.3.3. Joseph reminded that near misses should always be investigated, as they are key to identify/change the situation before a real accident occurs. He shared this presentation with Irene for posting on the Group 4 Health & Safety website for members to download.

School of Public Health's Health & Safety Training

Stephanie shared with members the safety and emergency evacuation training used by the Dean's Office of the School of Public Health & Community Medicine (SPHCM). René Lucas developed and put these materials together into a PowerPoint presentation as a training program for their current and new employees. These materials are mainly reporting procedures for fire, police, or medical emergencies. Participants of the training are required to a quiz at the end. In addition to the electronic version, René also kept an Emergency Procedure Manual in the Dean's office. Besides the safety and emergency training, Stephanie also showed the school's Workplace Violence Policy. She found them very good examples for developing a departmental health and safety program, to go along with a department's health and safety plan. With the permission of René, she will post them to the Group 4 Health & Safety website as a reference for members.

Review of April & May Meeting Minutes

The April and May meeting minutes were reviewed and approved as written.

Personnel Updates

Stephanie updated on the following membership changes:

- She will be retiring on August 1, 2008 after 34 years of service to the University.
- Bob Ennes is the new appointed member representing Health Sciences Administration. Stephanie's chair position will be open for election in the next meeting.
- Mamadou Sambou is the new elected member from UWMC to replace Tara Goode, who has left UWMC.
- Nancy Nystrom from School of Social Work had stepped down from the committee. There is not yet a replacement for her membership.

HS, HMC and UWMC I/A Subcommittee Reports

Barbara Lovseth reported on behalf of the subcommittee for the non-hospital I/A reports for the period of May 1 to May 31, 2008. There were altogether 8 incidents and accidents reported for this

time. Subcommittee members met with Joseph Kwok to review and follow-up on these reports. Summary of their meeting and discussion items were distributed.

Kathy Maher gave a quick review of the 87 incidents reported to the PSN System for the period of May 1 to June 15, 2008. She talked about the different kinds of incidents reported and how they were categorized and reviewed by the relevant specialty committees, e.g., incidents that involved blood and body fluid were reviewed by the needle safety committee and those infectious disease related by the infectious control committee.

Ann Aumann reported that 35 UWMC incidents and accidents have been reported to OARS in May 2008. These incidents and accidents were broken down according to their categories and reviewed and followed-up according to the procedures similar to that of HMC. Ann informed that a joint meeting has been set up for the two medical centers to meet with EH&S to discuss the best way to transfer I/A reports from PSN to OARS and to generate a summary report.

Asbestos, Cardboard, Floor Care

Stephanie distributed a packet of the following fliers that was forwarded to her from EH&S:

- Notice of chair damaging floor tiles
- Awareness letter of cardboard over floor tiles
- Asbestos in Your Work Place poster
- Floor Repair Checklist
- Floor Repair Flowchart

Stephanie asked members to review and share the information with their staff. They should contact EH&S for questions about asbestos hazard and protection or the Asbestos Coordinator of their building for questions regarding asbestos repair and removal projects. All the five documents are downloadable from EH&S website at <http://www.ehs.washington.edu/ohsasbestos/index.shtm>. A link to Asbestos Awareness Training is also available from this link. Stephanie will also put the .pdf files of these documents on the Group 4 Health & Safety website with a link back to EH&S.

Union Safety Concerns

Due to time constraint, union safety discussion was tabled.

The meeting was adjourned.

Minutes submitted by Irene Moy
7/08/08