

Group 4 Health & Safety Committee

May 27, 2008

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

T-269, Health Sciences Building

Meeting Minutes

Present: **Ann Aumann, UW Medical Center**
Thomas Beikler, School of Dentistry
Rita Bellanca, WA National Primate Research Center
Paul Bentson, WFSE
Siobhan Brown, School of Medicine
Ed Farnham, HS Administration
Barbara Lovseth, School of Medicine
René Lucas, School of Public Health & Community Medicine
Kathy Maher, Harborview Medical Center
Irene Moy, Health Sciences Academic Services & Facilities
Phil Numoto, Environmental Health & Safety
Alex Peck, Environmental Health & Safety
Eshy Shahrazed, Health Sciences Library
Stephanie Steppe, Health Sciences Administration
Joyce Tsuji, School of Nursing

Absent: **Lisa Anderson, Hall Health Primary Care Center**
Jim Angelosante, HS Administration
Laura Campbell, Comparative Medicine
Gail Harrell Colfax, School of Social Work
Ruth Del Rosario, School of Pharmacy
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
Suzanne Mason, Hall Health Primary Care Center
Cindy Moore, Health Services
Nancy Nystrom, School of Social Work
Chuck Treser, School of Public Health & Community Medicine
Melinda Young, WA National Primate Research Center

The meeting was called to order by Stephanie Steppe. There was not a quorum to approve the April meeting minutes.

UW Alert

Stephanie introduced members to UW Alert, a communication system that the University has developed to disseminate official crisis and emergency notifications to current faculty, staff, and students in all three campuses and UW Medicine. UW Alert is offered on a voluntary, self-subscription basis. Subscribers are given communication modes to choose from, such as email, phone calls, and/or text messages to their cellular phones. This service complements other tools already used by the University to communicate with the UW community during crisis and emergency situations. Stephanie urged members and their staff to take advantage of this personalized service. The terms of service and sign-up information are available online at <http://www.washington.edu/alert/index.php>.

U-Wide Safety Committee Meeting Report

Stephanie reported on the following:

- ☛ EH&S is working to make sure all individuals working at the University are covered by Health & Safety Committees. They made use of the UW directory to identify which entities belong under which Health & Safety Committees. Committee members were asked to review and verify the lists of departments and units within their groups.

Stephanie planned to review the entities within Group 4 at the later part of the meeting but this activity was tabled due to time constraint.

- ☛ U-Wide committee members were concerned about emergency evacuation procedures and responsibilities when classes are in session.

During the Group 4 meeting, Stephanie indicated that she has discussed this issue with faculty in School of Pharmacy and School of Public Health in the past. Both schools continue to promote that the faculty in the classroom is the individual responsible for the safety of the students in case of emergency. Discussion followed on ways to promote this for all the Health Sciences schools. When asked about designated evacuation assembly point (EAP), Stephanie suggested members, their faculty and staff use the evacuation signs posted along all the corridors in the building. These signs show the floor plan, with recommended EAP's. People can select the closest EAP from where they are located; it should be the faculty member's responsibility to decide the EAP for students in their class. After further discussion, members suggested other ideas such as incorporating this information into the syllabi and having Classroom Services also include the information in their course reservation so as to remind the faculty of their responsibility. They thought it would be helpful to also have signs posted inside the classrooms. Stephanie stated that Health Sciences schools, UWMC, and HMC are responsible for the safety of their clinical staff that travel or work in between schools and hospitals. They have to designate EAP's for those staff and make sure they are accounted for in case of emergency.

- ☛ The L&I compliance inspection with Harborview Medical Center is closed. Final report of the inspection is now posted on the EH&S website, <http://www.ehs.washington.edu/ohs/whatsnew0508citation.shtm>. A link to this report is available from the Group 4 H&S Committee web page under the L&I Citations tab.
- ☛ Denis Sapiro reported that the injured worker from the accident happened in I-015 has been interviewed. This worker was recovering and able to remember most about the accident. EH&S will get a report ready to be submitted to L&I.

Union Concerns

Paul Bentson expressed concerns regarding the I-015 accident. His points on UW electric work, electrician's licensing and training were discussed. Paul had also referenced the following WAC and RCW as part of his discussion:

- WAC 296-46B-900 - Electrical work permits and fees
<http://apps.leg.wa.gov/wac/default.aspx?cite=296-46B-900>
- RCW 19.28.261 - Exemptions from RCW 19.28.161 through 19.28.271
<http://apps.leg.wa.gov/RCW/default.aspx?Cite=19.28.261>

Further review of his concerns will be discussed at the next Group 4 meeting.

Health & Safety Plan - Update of Completion

As of the date of meeting, Stephanie has received updated health & safety plans from about one-third of all the Health Sciences departments and units. Stephanie shared her records of submission of plans with the management members and asked them to reach out and remind those departments/units that have yet to turn in their plans.

In addition, Stephanie informed members that her department, Health Sciences Academic Services and Facilities, is providing evacuation floor warden training for the Health Sciences. Members and their staff can contact Nikki Peters, 897-1696, email nk@u.washington.edu; or Stan Wiegman, 616-9960, email sweigman@u.washington.edu for training schedules or questions. They can also contact Kathy Maher, 744-3081 or email kaem@u.washington.edu for training in Harborview Medical Center.

HS, HMC, and UWMC I/A Subcommittee Report

Barbara Lovseth and subcommittee members met with Joseph Kwok to review the batch of non-hospital reports for the period of April 1 to April 30, 2008. Barb talked about the incidents that happened in the Department of Comparative Medicine and the Primate Center and Joseph's recommendation in reducing the risk of accidents. She also reported that the subcommittee has

been helping Joseph in BETA-testing the new Online Accidents Reporting System. A summary of the subcommittee meeting was distributed.

Barb considered it necessary to get participation from School of Dentistry in the subcommittee due to the many incidents that occurred there and required corrective actions. Thomas Beikler agreed to join the group to review and follow-up on the reports from Dentistry.

Ann Aumann reported that Tara Goode and herself were not able to follow-up on the UWMC I/A reports at this time due to the lack of information on the individual OARS reports. They found that the Employee Health Nurse was entered as the 'Supervisor' on every report. Ann and Tara met with the PSN System Administrator and learned that an Employee Health employee, who transferred information from PSN into OARS, listed the Employee Health Nurse as the Supervisor because she did not have the name of the supervisor at the time. The PSN system gave supervisors 45 days to provide follow-up information, which did not appear to have been entered into OARS. Ann and Tara will meet with the Employee Health staff to clarify what is needed in OARS and when.

Kathy Maher reported that there were 37 incidents and accidents reported to the PSN system for April 2008. She gave an overview of how incidents and accidents reported to PSN are reviewed and followed up. The occupational nurses at HMC retrieve incident and accident reports from the system on a daily basis. They interview individuals to understand the incidents and accidents and report back to their supervisors and the related specialty committees, e.g., infection control committee, needle safety committee, product evaluation committee, safe patient handling committee, workplace violence committee, and the HMC Safety Team. These specialty teams may further review these reports to determine if training and/or modifications of work procedures or equipment are necessary. Kathy indicated that the PSN reports need to be reviewed and investigated before being submitted to OARS as they are frequently edited for level of harm, or classification of injury according to their definitions. All employee comments are directly transferred to the OARS reports unedited. Kathy is considering a summary matrix of the reports in the future.

Next Meeting

In the next meeting, René Lucas from the School of Public Health will give a PowerPoint presentation on their school's health & safety plan.

The meeting was adjourned.

Minutes submitted by Irene Moy
6/06/08