

EH&S Committee 6 Meeting
CMU 065
February 18, 2010 3:10 p.m.
Minutes by Sherri Huber

Present: Tracy Harvey (Chair) - Chemistry, Brenda Banks - Music, Robert Blum – Dean’s Office, Sherri Huber - LLC, Bernice Jennings – Dean’s Office, John Martin - Art, Doug Mathews - Music, Ron Maxell - Physics, Heidi Tilghman - Germanics, Doug Will - CENPA
Stuart Cordts – EH&S representative

- I. Called to order by Tracy Harvey at 3:10 p.m.
Minutes from January 21, 2010 meeting were approved via email.

- II. Review basic functions of safety committee by Tracy Harvey.
This committee is governed by both the Washington Administrative Code (WAC 296-800-130) and UW’s Administrative Policy Statements (APS 10.11).
Under the WAC we are mainly charged with evaluating accident/incident reports to determine if the cause(s) of the unsafe situation was identified and corrected. We are also responsible for evaluating health and safety plans of departments as well as discussing recommendations for improvement if needed. Documentation of meetings should include attendance as well as subjects discussed.
Under the APS we are also required to review and evaluate accident investigation reports as well as health and safety investigation reports. In addition, we are required to review and evaluate accident/illness prevention programs which includes department’s health and safety plans.
This committee also serves as a resource for employees who have concerns about health and safety on campus. This committee is responsible for elevating any health and safety concern that is brought to committee’s attention.
Tracy shared a copy of form letter that she sends out to departments who have sent in an incomplete accident/incident form.

- III. Contacts for departments in College of Arts & Sciences.
We assigned committee members to departments in College of Arts & Sciences. We will review list at next meeting.

- IV. Reviewed Accident/Incident Reports
2010-01-020 > reviewed, no further action necessary
2010-01-056 > reviewed, no further action necessary
2010-01-066 > reviewed, no further action necessary
2010-01-044 > reviewed, no further action necessary

- V. University-Wide H&S Committee Meeting February 10, 2010
2009 OSHA 300A (Injuries /Accidents Summary) Summary of work related injuries and Illnesses presented by Denis Sapiro. Report can be found at EH& S website.
Pending L&I University actions update by Denis. L&I is investigating accident where an employee fell from a golf cart and broke her hip. The accident occurred on 11/11 and was not reported to EH&S until 11/30. It is important that hospitalizations of employees be reported immediately to EH&S, 543-7262. Closing is scheduled for 2/25. L&I has also requested a review of glove use by Custodians in Facilities Services.
Accident Reporting also presented by Denis Sapiro. Any accident, injury, or work-related illness, or on-the-job incident which could have caused an injury or illness, must be reported to supervisor and to

the Department of Environmental Health and Safety. This reporting ensures that comprehensive records are maintained, legal requirements are met, and corrective action is initiated to prevent future incidents. All occurrences should be recorded by preparing and submitting EH&S's Online Accident Report System (OARS) form within 24 hours following the accident. When an accident involves a visitor, student, or other non-employee, the facility manager or event coordinator should fill out the OARS form. Immediately notify EH&S (543-7262) if the accident results in the death or hospitalization. University employees and volunteer workers whose injury or illness occurred as a result of employment are eligible for Worker's Compensation coverage and benefits.

State/Local Regulations:

WAC 296-27 Recordkeeping and Reporting

WAC 296-800-32005-32025 Accident Reporting & Investigation

University of Washington Administrative Policy Statement

APS 10.8 Accident, Injury and Illness Reporting

Documents for L&I Inspection. EH&S recommends, at a minimum, each unit/department be able to produce current copies of the documents listed below whenever an inspector arrives from Washington State Labor and Industries.

Unit Health and Safety Plan

Written Hazard Communication Plan. If you have a laboratory they will want to see your Laboratory Safety Manual.

Training records for past three years.

Accident Reports for past three years. EH&S will produce the current-year records on the OSHA 300 log, which must be accurate to within 7 days.

Meeting Minutes from #6 Organizational Health & Safety Committee represents units in the College of A&S.

Safety suggestions and actions taken in past 3 years.

VI. Next Meeting March 18, 2010 3:00 CMU 06

Additional agenda items: review department contact list, review safety info on College of Arts & Sciences website, develop plan for reviewing department's health and safety plans.

Meeting adjourned 4:12