

Health & Safety Committee – Meeting Minutes

June 14th, 2016, 10:05am – 10:55am

UW1-103

Call to Order

The meeting was called to order by committee chair, Betsy Brown, at 10:05 AM

Approve Minutes from Previous Meeting

The May meeting minutes were approved as written with no changes.

Visit from Ana Karaman, Executive Sponsor

- Dr. Karaman had her annual debrief with EH&S, and they are very pleased with the Bothell campus and safety committee.
 - EH&S complimented Group 7 on their commitment to the committee and also increasing awareness to safety on campus.
 - Ana presented statistics on accident reporting for the campus. Incidents are up slightly, but it is because people are reporting more near misses, which is a good thing. Although our incident reports are up, when you factor in the campus' rapid growth our incidents are still very low.
 - Bee stings continue to be a common accident/incident, likely due to work in the Wetlands and the work on the Marvin property.
- Based on the work from the committee last term, human centric lighting was installed in several interior offices with no windows. This was to combat complaints that the lighting caused headaches and other issues. The plan is to continue to do more offices as resources allow.
- Ana announced that UW Bothell will be hiring an EH&S manager, reporting to Christine Lavelle.
 - The position will be the first line of response for the campus.
 - The job description has been reviewed by Jude Van Buren at EH&S in Seattle and is now with compensation review.
 - Darren Branum will be chairing the hiring committee.
- Chancellor Wolf is advocating for reduction in committees, but Ana is continuing to advocate for the necessity of this committee. She asked for feedback on why the committee feels it is effective.
- Ana will visit the committee again in the fall and give an update on campus development, including UW4, housing and dining, and campus master plan review. Cascadia also has funding for a new STEM building.

Waiver Discussion – Christine Lavelle

- Christine reviewed the waiver process with the committee, as it was a topic that has come up with the committee many times.

- Students can not waive their rights to any educational programs. Staff can not waive their rights within their job description. Waivers can never be used in this capacity.
- If a staff member is doing hazardous work, the staff member should be trained and then should be presented with an acknowledgement of risk form.
- Participant waivers can be used for activities that the University is sponsoring. The organizer can either bring in a company to provide the activity, along with a waiver form (which builds in a bit of a buffer for the University) or if the University is coordinating and hosting the activity, Christine can work with them to identify what waiver is appropriate.
- Kelly Carter-Lynn asked Christine about lab activities, or field trips. Christine told the committee form that there is a field trip form that can be used that identifies the risk associated with the activity. This should be used with training.
- There are forms available on the Risk Management web page that can be used. If the user edits them, they should run the language by Christine or Risk Management at Seattle.
- Betsy asked if it's possible to maintain a scanned record of any waiver forms. Ana suggested that the department maintain a scanned copy and that the original is sent to Therese Grant for required record retention.
- Christine encourages departments to develop procedures that outline their training and processes, as well as what waivers they use.
- If a student is traveling in their personal vehicle for an educational purpose, the student's vehicle insurance would cover any damages or injuries. If a rental bus is used, that is different. If they are being transported in a University vehicle, then it would be covered by the University's insurance program.
 - Ana asked Christine about Zip Car, as the University is considering bringing that program to campus. Christine said it would depend on how the contract is written, but if there is any insurance associated with the program from Zip Car, it would cover first. The University's self-insurance only kicks in if there isn't coverage.
- Christine will send information out on the waivers to Betsy for distribution to the committee. She is also open to providing Q&A's and discussions with departments on waivers and insurance.

Incident /Accident Reports - Committee Members

Incident Report 2016-05-025: Employee was walking along a fence line and tripped over some brush and fell, resulting in injury. No additional comments from the committee.

Incident Report 2016-05-036: employee was officiating a flag football game and collided with a player, resulting in injury and medical services being called. Mel said that the incident was also reviewed internally. No additional comments from the committee.

Movement to adjourn seconded and approved @ 10:54