

Safety and Health Investment Projects FINAL REPORT REQUIREMENTS

The purpose of the final report of your SHIP project is to:

1. Evaluate and document the achievements, challenges, and shortcomings of the project for the constructive benefit of others interested in learning from SHIP projects; and
2. Provide the Division of Occupational Safety and Health with information that shows:
 - a. The outcomes specified in the project application were met; and
 - b. The grant was used for the purpose(s) for which it was approved and in accordance with relevant WAC rules and any special conditions or requirements; and
 - c. The outputs of the project have been disseminated as specified in the application.

The report format has four sections:

1. Cover Sheet
2. Narrative Report (part I)
3. Financial Information (part II)
4. Attachments (part III)

Please provide complete and detailed information in the final report. If you have questions, please call your SHIP grant manager.

REMINDER!!: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and can not be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way.

SAFETY AND HEALTH INVESTMENT PROJECTS FINAL REPORT

Development of a Health and Safety Manual for Washington Wineries

2009XH00116

5/10/2010-7/15/2011 (extension to 4/30/2013)

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Research & Consultation Group & Washington Wine Industry Foundation

April 25, 2013

Janice Camp



Funding and support for this project has been provided by the State of Washington, Department of Labor & Industries, Safety & Health Investment Projects.

[Grantee] is solely responsible for the content of and views expressed in this report and related materials unless they have been formally endorsed by the Washington State Department of Labor and Industries.

PART I

Narrative Report

Organization Profile:

For awarded organizations, to include partners and collaborators, provide a brief description of each organization. Mission, vision, and purpose for each of the organizations who applied (this includes partners and collaborators) for the grant.

The mission of the UW Field Research and Consultation Group (FRCG) is to work with Washington-based companies and labor groups to find and fix workplace hazards. Fixing workplace hazards includes increasing worker and management awareness of the hazards and providing information on appropriate control strategies. The overall mission of the home department of the FRCG (The UW Dept of Environmental & Occupational Health Sciences) is to identify agents in the environment and the work place that affect human health, to elucidate their mechanisms, to develop strategies for confronting their effects, and to share the knowledge obtained.

The Washington Wine Industry Foundation (WWIF) is a 501(c)(3) nonprofit organization that advocates for the Washington wine growing industry by educating, promoting, representing, and unifying. The vision of the WWIF is to encouraging a positive business environment for continued growth and production of world-class Washington-grown wines.

Abstract:

Present a short overview of the nature and scope of the project and major findings (less than half a page).

Washington State is the second largest producer of wine in the United States with over 650 wineries producing over 20 million gallons of wine. Despite the dramatic growth and increased sophistication of this industry, there is no Washington state-specific information for wineries about industry-specific health and safety hazards and exposure control strategies. Many of these wineries are small with fewer than 10 workers, many seasonal or untrained or minimally trained volunteers. Winery workers are at risk for confined space entry problems, exposures to chemicals such as sulfur dioxide and carbon dioxide, a wide range of musculo-skeletal exposures, and fall hazards. Wineries need of explicit information that is easily accessible to help them understand the H&S risks and develop appropriate exposure controls. The purpose of this project was to increase the awareness and use of best occupational health and safety practices by Washington state wineries through the development and distribution of a state-specific winery health and safety manual. During the course of this project, our partner, the Washington Winery Industry Foundation, developed and implemented a web-based winery business management tool; consequently, this project evolved from a hard copy manual into a web-based product for consistency and better interface with the industry focused management website.

Purpose of Project:

Describe what the project was intended to accomplish.

The purpose of this project is to increase the awareness and use of best occupational health and safety practices by Washington state wineries through the development and distribution of a

state-specific winery health and safety content (initially as a hardcopy manual but finally as an interactive website).

Statement and Evidence of the Results:

Provide a clear statement of the results of the project include major findings and outcomes and provide evidence of how well the results met or fulfilled the intended objectives of the project.

The results of this project is a fully operational website (depts.washington.edu/wineryhs) hosted on University of Washington servers and maintained by FRCG staff.

Measures to Judge Success:

If relevant, state what measures or procedures were taken to judge whether/ how well the objectives were met and whether the project or some other qualified outside specialist conducted an evaluation.

The original work plan included a web survey of selected members of the industry to solicit feedback after the release of the manual/website. Given the poor response to the initial needs assessment survey at the beginning of the project, we've determined that another email survey will not be a useful method to measure success. Alternatively, we will solicit input from selected members of the industry, particularly during presentations about the resource in February and July 2013. We'll also periodically check the traffic on the website via Google Analytics.

Relevant Processes and Lessons Learned:

Specify all relevant processes, impact or other evaluation information which would be useful to others seeking to replicate, implement, or build on previous work

AND

Provide information on lessons learned through the implementation of your project. Include both positive and negative lessons. This may be helpful to other organizations interested in implementing a similar project.

Relevant process: Focus groups and one-on-one discussions with industry experts was very helpful, when we could convene meetings. Good web developers and graphic artists are key to developing a professional-looking website.

Lessons learned: collaborating with industry representatives was challenging, particularly because business models and timelines of the industry and the university are not always compatible. Clearer expectations of both partners at the start of the project would have been helpful. The initial idea for this project came from academic industrial hygienists, rather than industry people; consequently, our industry partner was a reluctant participant.

Product Dissemination:

Outline of how the products of the project have been shared or made transferrable.

The primary product of this project is the website (depts.washington.edu/wineryhs). The availability of the website has been communicated to the industry through industry-specific presentations coordinated by the FRCG or the WWIF, industry conferences, and post card mailings.

Feedback:

Provide feedback from relevant professionals, stakeholder groups, participants, and/ or independent evaluator on the project.

Industry members who have viewed the website say they are pleased with the content and the consolidation of resources that can be found there.

Project's Promotion of Prevention:

Explain how the results or outcomes of this project promote the prevention of workplace injuries, illnesses, and fatalities?

Our hope is that increased awareness of health and safety risks in the wine making business and easy access to health and safety resource collected onto one website will improve industry efforts to prevent injuries and illnesses.

Uses:

How might the products of your project be used within the target industry at the end of your project?

Is there potential for the product of the project to be used in other industries or with different target audiences?

This resource is specific for the Washington winery industry, so not particularly applicable to other industries. We hope that Washington wineries will find this resource helpful in anticipating process-specific hazards and finding strategies to prevent injuries and illnesses. The website will be periodically updated based on feedback from the industry to the webmaster.

Additional Information

Project Type <input checked="" type="checkbox"/> Best Practice <input type="checkbox"/> Technical Innovation <input checked="" type="checkbox"/> Training and Education Development <input type="checkbox"/> Event <input type="checkbox"/> Intervention <input type="checkbox"/> Research <input type="checkbox"/> Other (Explain):	Industry Classification (check industry(s) this project reached directly) <input checked="" type="checkbox"/> 11 Agriculture, Forestry, Fishing and Hunting <input type="checkbox"/> 21 Mining <input type="checkbox"/> 22 Utilities <input type="checkbox"/> 23 Construction <input type="checkbox"/> 31-33 Manufacturing <input type="checkbox"/> 42 Wholesale Trade <input type="checkbox"/> 44-45 Retail Trade <input type="checkbox"/> 48-49 Transportation and Warehousing <input type="checkbox"/> 51 Information <input type="checkbox"/> 52 Finance and Insurance <input type="checkbox"/> 53 Real Estate and Rental and Leasing <input type="checkbox"/> 54 Professional, Scientific, and Technical Services <input type="checkbox"/> 55 Management of Companies and Enterprises <input type="checkbox"/> 56 Administrative and Support and Waste Management and Remediation Services <input type="checkbox"/> 61 Educational Services <input type="checkbox"/> 62 Health Care and Social Assistance <input type="checkbox"/> 71 Arts, Entertainment, and Recreation <input type="checkbox"/> 72 Accommodation and Food Services <input type="checkbox"/> 81 Other Services (except Public Administration) <input type="checkbox"/> 92 Public Administration
Target Audience: Washington state wineries, particularly small and middle-sized wineries	
Languages: English	
Please provide the following information - - (information may not apply to all projects)	
# classes/events:	3
# hours trained	
# companies participating in project	5
# students under 18	
# workers	
# companies represented	
# reached (if awareness activities)	
Total reached	
Have there been requests for project products from external sources? no <i>If Yes, please indicate sources of requests:</i>	

List, by number above, industries that project products could potentially be applied to.
 Wineries are the focus of this project

Potential impact (in number of persons or companies) after life of project?
 600+ Washington wineries

PART II

Financial Information Budget Summary

Project Title: Development of a Health and Safety Manual for Washington Wineries

Project #: 2009XH00116

Report Date: 4/25/2013

Contact Person: Camp, Janice

Contact #: 206-616-3039

Start Date: 5/10/2010

Completion Date: 4/1/2013

1.	Total budget for the project	\$133109
2.	Total SHIP Grant Award	\$133109
3.	Total of SHIP Funds Used	\$ <u>127302</u>
4.	Budget Modifications (if applicable)	\$ <u>0</u>
5.	Total In-kind contributions	\$ <u>0</u>
6.	Total Expenditures (lines 3+4+5)	\$ <u>127302</u>

Instructions:

- Complete the Supplemental Schedule (Budget) form first (on the next page).
- The final report must include all expenditures from date of completion of interim report through termination date of grant.
- Indicate period covered by report by specifying the inclusive dates.
- Report and itemize all expenditures during specified reporting period per the attached supplemental schedule.
- Forms must be signed by authorized person (see last page).
- Forward one copy of the report to **Jenifer Jellison SHIP Project Manager at PO Box 44612, Olympia, WA 98504-4612**

PART II
(Continued)

*Financial Information
Supplemental Schedules (Budget)*

Project Title:	Development of a Health and Safety Manual for Washington Wineries		
Project #:	2009XH00116	Report Date:	April 25, 2013
Contact Person:	Camp, Janice	Contact #:	206-616-3039
Total Awarded:	\$133,109		

ITEMIZED BUDGET: How were SHIP award funds used to achieve the purpose of your project?

	Budgeted for Project	Amount Paid Out	Difference
A. PERSONNEL	55,125	74106	(18981)
Explanation for Difference and other relevant information: The following payroll changes were made: Liz Kindred was placed on payroll because she is/was an UW employee. Helen Murphy-Robinson's FTE was reduced to 15% starting 5/2011, and Janice Camp's FTE was reduced to 5% effective 5/2011.			

	Budgeted for Project	Amount Paid Out	Difference
B. SUBCONTRACTOR	0	39908	(39908)
Explanation for Difference and other relevant information: Originally WWIF was treated as a vendor, but UW GCA determined it to be a subcontract.			

	Budgeted for Project	Amount Paid Out	Difference
C. TRAVEL	3,783	357	3426
Explanation for Difference and other relevant information: Less travel was conducted than originally anticipated due to low level of industry enthusiasm for convening planned focus groups			

	Budgeted for Project	Amount Paid Out	Difference
D. SUPPLIES	500	11	489
Explanation for Difference and other relevant information: Project required significantly less office supply support than anticipated because of the move to a web-based tool			

	Budgeted for Project	Amount Paid Out	Difference
E. PUBLICATIONS	3,000	1346	1654
Explanation for Difference and other relevant information: Originally, the project intended to produce a hardcopy manual. A modification was made to produce a website in response			

to industry demand for a web based product.

	Budgeted for Project	Amount Paid Out	Difference
F. OTHER	58600	0	58600
Explanation for Difference and other relevant information: Originally WWIF was treated as a vendor, but UW GCA determined it to be a subcontract. Ms. Kindred was also originally treated as a vendor, but given that she was an UW employee it was determined that she must be put on UW payroll.			

	Budgeted for Project	Amount Paid Out	Difference
TOTAL DIRECT COSTS	121008	115729	5279

	Budgeted for Project	Amount Paid Out	Difference
TOTAL INDIRECT COSTS	12101	11573	528

	Budgeted for Project	Amount Paid Out	Difference
TOTAL SHIP BUDGET	133109	127302	5807

	Budgeted for Project	Amount Paid Out	Difference
F. IN-KIND	0	0	0
Explanation for Difference and other relevant information:			

I hereby certify that the expenditures listed on this report were made with my approval:

April 25, 2013



Date

Signature of Project Manager

PART III

Attachments:

Provide resources such as written material, training packages, or video/ audio tapes, curriculum information, etc. produced under the grant.

Also include copies of publications, papers given at conferences, etc.

This information should also be provided on a **CD** or **DVD** for inclusion in the file.

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