

Agenda – August 31, 2021
Group 9 (College of Engineering) Health and Safety Committee

1. Attending

Derrick Van Kirk or Carter Beamish, AA
Colleen Irvin, BioE
Michael Brett, CEE
Michael Pomfret, CEI
Kameron Harmon, ChemE
M. Glidden, CoE DO
Alex Lefort or Adrian Dela Cruz, CSE
Ary Prasetyowati, ECE

S. Honeydew or Erin McKeown, EH&S
Stacia Green, HCDE
Sheila Prusa or Neelu Rajvanshi, ISE
Dzung Tran or Bill Kuykendall, ME
John Young or M. Weaver, MoES/NanoES
Sean Krewson, MSE
N. Shane Patrick or Maria Huffman, WNF

2. Previous Meeting Minutes

- July 2021 – approve? Corrections/additions?
- Minutes posted at <https://www.engr.washington.edu/mycoe/safety#> and safety boards.

3. Department Incident Reports (use “5 Why’s” analysis for one report)

- All OARS reports may also be found on Tableau while on the UW network via this link: <https://bitools.uw.edu/#/site/Transitional/projects/573>.
- ChemE @ MoE Building (#2021-06-023) – Hand laceration from shattered vial.
- MSE @ Wilcox Hall (#2021-06-055) – DIY DI water system leak, causing flood of several floors, basement with high voltage.
- BioE @ Foegen (#2021-07-022) – Leak from peptide synthesis machine.
- CSE @ Gates (#2021-07-075) – Pallet of lumber pushed over receiver's feet.
- BioE @ ARCF (#2021-07-080) – Sterile needle stick through gloves.

4. Group Business

- New platform for Group 9 documents, packets, and minutes.
- Any ideas for speakers to invite to next meeting?

5. UW-Wide Meeting

- July minutes attached.
- August agenda attached. Meeting highlights will be presented by Sheila Prusa and Stacia Green:
 - COVID-19 Updates:
 - Cases are increasing again. On campus this is mostly in students contracting it from off-campus activities.
 - Increase in people getting tested.
 - Restrictions and rules are bound to go up and down, taking a multiple strategy approach.
 - Expect even more cases going into fall.
 - The University continues to encourage everyone to get vaccinated ahead of the fall quarter deadline for required vaccinations/exemptions.
 - Remember to report any exposures to EH&S and be sure to get tested.
 - Under review currently:
 - Face coverings policy
 - Vaccination policy/implementation
 - Testing program
 - Everyone is to get tested when coming back to campus, despite vaccine status.
 - Those not vaccinated will continue to be tested weekly.

- Webinar for administrators with updated info should be out by end of August.
- Events guidance.
- Reminder to update your COVID-19 Prevention Plans.
- Facilities is checking through ventilation and plumbing systems.
- A presentation was done on the Safe Zone app by UW Police:
<http://police.uw.edu/services/safe-zone-app/>
- Workers Comp 2020 Report: 49% of L&I claims had time lost.
- EH&S Updates:
 - New cleaning and decontamination protocol form (Surplus items are not being cleaned properly).
 - <https://www.ehs.washington.edu/resource/notice-cleaning-and-decontamination-form-updated-81021-154>

6. Member Updates

Next Meeting: September 28th at 2pm, via Zoom

DRAFT Meeting Minutes
Health and Safety Committee for Group 9 (College of Engineering)

Meeting Date: July 27, 2021 (via Zoom)

Attended

Carter Beamish, AA

Colleen Irvin, BioE

Sean Yeung, CEE

Michael Brett, CEE

Michael Pomfret, CEI

Kameron Harmon, ChemE

Alexander Lefort, CSE

Ary Prasetyowati, ECE

Sonia Honeydew, EH&S

Stacia Green, HCDE

Sheila Prusa, ISE

Dzung Tran, ME

John Young, MoES/NanoES

Tatyana Galenko, MSE

N. Shane Patrick, WNF

Absent

Michael Glidden, CoE DO

Previous Meeting Minutes

- June 2021 – minutes approved pending the following corrections:
 - Correct “lead” to “leak” in Sonia’s shared updates on the leak in Foegel.
 - Correct the date of the meeting to June 29th.
 - Correct the date for the next meeting to July 27th.
- Previous meeting minutes are at: <https://www.engr.washington.edu/mycoe/safety#>.
EH&S recommends each department/group post paper copies on their safety board and inform employees of the name of their rep.

Incident Reports

DRAFT Meeting Minutes

Health and Safety Committee for Group 9 (College of Engineering)

- ME (#2021-06-010) - The microwave never reached the temperature desired or set. The user had left, thinking the machine was done and once they had left the room, the fire occurred. It was noticed right away by a staff member who then grabbed a fire extinguisher to use on the flames. The user left without turning the machine fully off because they would lose all of the temperature tracking data. At the time of this incident it was within protocol to leave the vessel at stage 4; This has now been changed to inform users that, if the machine is not functioning perfectly, they should power down the device and immediately report the issue. Group 9 asked whether 911 was called during this incident. The lab stated that they had not called 911 due to the small nature of the fire. Michael Pomfret will be checking on the cut-off for when a group should be calling 911 in the case of a fire and will report back to the group [Pomfret reported to the group afterward that 911 should be called ANY time a flame erupts in an uncontained/unforeseen manner, regardless of size]. Colleen mentioned that her labs still require that 911 be called. If the extinguisher does the job, then the fire department may be called back to let them know that they do not need to rush. They still generally want to have eyes on the situation in case embers remain and may re-ignite. This incident report has been closed.
- ECE (#2021-06-012) - Ary has not yet connected with the lab. This has been tabled until next meeting.
- ChemE (#2021-06-023) - John Young will be looking into this further due to having more info about the incident. This is tabled to next meeting while John collects more information.
- MSE (#2021-06-055) - Tatyana spoke on this, reporting that it happened either very early in the morning or late at night. Tatyana went through the Five Why's Exercise:
 1. Why was there water damage and flooding? Because a hose popped off of a piece of lab equipment.
 2. Why did the hose pop off? Because no preventative maintenance was scheduled.
 3. Why was no preventative maintenance scheduled? Because Shops was unaware of the install or machine.
 4. Why was Shops unaware of the install or machine? Because the install of the machine was done DIY by the lab members and was never submitted to FS-Works.
 5. Why was the job done DIY? One reason is that the members may have forgotten about this procedure. Another reason may have been due to time delays and costs that may come with Facilities projects.

DRAFT Meeting Minutes

Health and Safety Committee for Group 9 (College of Engineering)

Shane and others mentioned that DIY plumbing and electrical projects are probably more prevalent than are noticed. Kameron also mentioned that ChemE has two DI water work stations and an ice machine installed by Facilities and maintained by Facilities Services contractors, but have also had to deal with floods from these systems. It was suggested that it may be more useful to have an auto shut-off system installed which will detect water on the ground and shut off any valves. Kameron asked at what point does a pipe or electrical panel become part of the lab as opposed to part of the building (i.e. when to contact Facilities and when is it occupant responsibility)? Tatyana stated that Facilities did mention that, if Facilities installed the equipment, they would have been responsible for costs and damages, as opposed to the lab. Shane mentioned that he's had several issues with collateral damage not being covered by Facilities, even when it should have been. Several others echoed these thoughts. Sonia stated that this work may also fall under union issues. The group recommended that an emergency flood detection system be installed. Tatyana will double check to see if the lab has also rolled out their recommended changes to SOPs and will relay info on flood control. This will be tabled to next meeting for follow-up.

- WNF (#2021-06-073) - A small amount of material was present on the bench when the user began working, which they then accidentally knocked over. While cleaning it up using noted protocols they noticed a small, sharp sensation on their small finger. They then left the area to take care of the sensation and noticed that a sliver had poked through the glove and into their skin. The user followed the SDS of the chemical when treating the wound and did not notice any further irritation. Shane stated that, unrelated to this incident, they have been working with EH&S to update all of their chemical SOPs, so this will be added in as well. WNF is also implementing a wafer break clean-up SOP to ensure no further issues. A glass/sharps cleanup box will be added, as well. Shane mentioned that EH&S thoroughness and response times has been going up, which he noted was much appreciated. This incident has been closed.

Group Business

- Choosing an Election Coordinator:
 - Alexander called for volunteers or recommendations for someone to become the Elections Coordinator for Group 9.
 - None in group volunteered and Alex mentioned that he may have leads.

DRAFT Meeting Minutes

Health and Safety Committee for Group 9 (College of Engineering)

- Sonia reminded the group that this is an appointed position and does not need to be voted on.
 - Sonia further mentioned a clarification concerning the make-up of the Health & Safety Committee rosters: The committees do require more elected representatives than appointed, but at least one representative must be appointed.
- Alex updated the group on U-Wide discussion on removal of mask mandates and L&I's new safety policy with respect to outside work during wild fire-caused smoke. These will be listed further in the U-Wide Meeting notes.
- Changes in the contract between UW and Google Drive will most likely displace Group 9's documents.
 - Alex asked the group to recommend and look into alternative platforms that might work, giving a week to reply with responses.
 - Sharepoint was put forth as an option.

UW-Wide Meeting

- Sheila shared updates from the UW-Wide meeting:
- Many updates from the U-Wide regarding COVID-19 Prevention Policies:
 - All staff and students must be vaccinated or have claimed an exception with vaccine attestation within Workday/with the Registrar.
 - If someone is both a student and staff member, they will need to complete both attestations.
 - Face coverings mandate has been lifted and are now optional for those who are vaccinated, have attested as such, and have received confirmation from their supervisors. It is still required if you are not vaccinated and/or have not completed the above steps.
 - COVID-19 room occupancy limits no longer apply.
 - No more required daily on-site work symptoms attestations.
 - Supervisors now have the R0711 report in Workday, which may be used to see vaccination status of employees.
 - It is important to note that, while at work, you cannot ask anyone whether or not they have been vaccinated.
- L&I reminded members of heat stress safety, also adding a new safety policy, and dangers of wildfire-caused smoke:
 - WAC 296-62-0955: Big takeaway is what temperatures are appropriate for work inside and outside of buildings during the summer time.
 - Wildfire smoke contains particles smaller than 2.5 micrometers, which are known to cause various issues, including increased susceptibility to respiratory infections (i.e. COVID-19, flu, etc).

DRAFT Meeting Minutes

Health and Safety Committee for Group 9 (College of Engineering)

- Discussed safety measures to take during periods of smoke presence both at work and at home.

Department Updates

- BioE - Sent out lab best practices (guidance on COVID-19 updates) to all groups at large. BioE is expecting lots more people in the facilities. The community walkway near Foege loading dock is not quite fully repaired, though ADA needs have been addressed.
- CEE - Sean will be moving on to work at CSE! Michael Brett will be replacing him as the CEE representative, as the candidate with the second-most votes.
- ChemE - ADA work happening in the parking lot nearby. Benton Hall is going through a safety update.
- WNF - In process of comprehensive review of SOPs and safety protocols. Shane mentioned a word of warning to any departments not doing exactly as the rest of the UW is doing: If not following the same procedures (i.e. keeping more strict masking where the UW has loosened restrictions, etc) expect to be flagged. EH&S will want to review your policies. EH&S says that you can't use the same forms for UW employees as for non-UW employees, though this is not what L&I says. This issue is under review. Kameron mentioned that the research side is different from the other parts of campus. Shane stated that even so, EH&S seems to still have different opinions of this. It sounds like the University is not in full alignment yet. John Young says that this is likely because UW wants to avoid accountability issues. John does mention that outside users are using UW tools, which we can use as leverage without stepping out of bounds. Mike Pomfret agrees with WNF's stance here.

Adjournment

- Adjourned at 3:19 PM.

Next Meeting

- August 31st, 2021 at 2:00 PM via Zoom.



Report Number: 2021-06-023

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: **Postdoctoral Sholar (E S UAW Postdoc)**

Date Reported (mm/dd/yyyy) : **06/11/2021**

Department: **Unspecified**

Time Reported: **12/30/1899 4:07:52 PM**

Person Involved or Affected

Department: **ENG: Chemical Engineering-Faculty**

Incident Details

Campus: **Seattle**

Date of Incident (mm/dd/yyyy) : **06/10/2021**

Incident Location: **MOLECULAR ENG BLDG**

Time of Incident: **12/30/1899 6:00:00 PM**

Room: **140**

Other:

Incident Summary: **As unscrewed cap, neck of glass vial shattered, cutting palm through standard lab PPE.**

Supervisor

Full Name: **Hugh Hillhouse**

Phone: **=+1 206 685-5257**

Occupation / Position:

Email: **h2@uw.edu**

Department: **ENG: Chemical Engineering-Faculty**

Classification

Injury requiring first aid

Has Attachement(s):

Type of Incident

Injury Description (none, if no injury/exposure): **Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound)**

Body Parts Affected (none, if no injury/exposure): **Hands, Wrists**

Cause of Injury/ Damage, or Potential Injury/Damage: **Broken Glass, Splinter, Sharp Furniture Edge, etc.**

Slip/Trip/Fall InformationSlip: **None**Trip: **None**Fall From Same Level: **None**Fall From Elevated Height: **None**Stairs: **None****Contributing Factors**Equipment: **None**Environment: **None**Policies / Procedures: **None**Human Factors: **None****Suggested Corrective Actions by Affected Party**Suggested Corrective Actions: **Provide PPE**

This was a freak accident - no one expects their vial to break when they attempt to unscrew the cap. This sort of event is very difficult to guard against even when using standard lab PPE, as I was at the time. It may be helpful to keep a pair of cut-resistant gloves on hand for people to use if they encounter any abnormal resistance when attempting to cap or uncap a vial.

Supervisor's Comments

Root Causes:

Recomendations / Preventive Measures:

Other Comments:

Corrective Actions Target Date (mm/dd/yyyy) :

Corrective Actions Complete Date (mm/dd/yyyy) :

EH&S Comments

fwd: Tracy Harvey, Eleanor Wade



Report Number: 2021-06-055

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: **RESEARCH SCIENTIST/ENGINEER 3 (E S 8)**

Date Reported (mm/dd/yyyy) : **06/23/2021**

Department: **ENG: Materials Science and Engineering**

Time Reported: **12/30/1899 1:05:32 PM**

Person Involved or Affected

Department: **ENG: Materials Science and Engineering**

Incident Details

Campus: **Seattle**

Date of Incident (mm/dd/yyyy) : **06/20/2021**

Incident Location: **WILCOX HALL**

Time of Incident:

Room: **236D**

Other:

Incident Summary: **DI water system hose popped off and flooded several labs on 1st and 2nd floors. Some water made it to high voltage vault in basement but UWF stopped it in time.**

Supervisor

Full Name: **Christine K Luscombe**

Phone: **=+1 206 616-1220**

Occupation / Position:

Email: **luscombe@uw.edu**

Department: **ENG: Materials Science and Engineering**

Classification

Property damage only

Has Attachement(s):

Type of Incident

Injury Description (none, if no injury/exposure): **Property Damage Only**

Body Parts Affected (none, if no injury/exposure): **None**

Cause of Injury/ Damage, or Potential Injury/Damage: **Flood, Wind, etc. (Indoors or Outdoors)**

Slip/Trip/Fall InformationSlip: **None**Trip: **None**Fall From Same Level: **None**Fall From Elevated Height: **None**Stairs: **None****Contributing Factors**Equipment: **None**Environment: **None**Policies / Procedures: **None**Human Factors: **None****Suggested Corrective Actions by Affected Party**Suggested Corrective Actions: **Change/review work procedures**

Moving forward plumbing will be done by facilities, not research group, not DIY (Do it yourself). Interim Chair sent an announcement out to the building PIs notifying them to NOT do their own plumbing work, so as to avoid this from happening again. Additionally could remind researchers to periodically check on their equipment to see if anything needs service.

Supervisor's CommentsRoot Causes: **Old equipment
Improper installation**Recomendations / Preventive Measures: **Work with facilities to ensure proper installation. Regularly check up on old equipment.**

Other Comments:

Corrective Actions Target Date (mm/dd/yyyy) : **06/28/2021**

Corrective Actions Complete Date (mm/dd/yyyy) :

EH&S Comments

fwd: Natalie Daranyi, Scott Nelson, Tracey Mosier



Report Number: 2021-07-022

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: **RESEARCH SCIENTIST II / LAB MANAGER**

Date Reported (mm/dd/yyyy) : **07/12/2021**

Department: **Unspecified**

Time Reported: **04:43 PM**

Person Involved or Affected

Department: **ENG: Bioengineering**

Incident Details

Campus: **Seattle**

Date of Incident (mm/dd/yyyy) : **07/12/2021**

Incident Location: **W.H. FOEGE BIOENG**

Time of Incident: **03:00 PM**

Room: **N433C**

Other:

Incident Description: **Peptide synthesis machine found leaking Dimethyl formamide, diisopropyl carbomide, pypuridine, oxyma from waste container. Cleaned volatile spill from counter and floor, and tightened lines to waste container.**

Supervisor

Full Name: **VALERIE DAGGETT**

Phone: **=+1 206 685-7420**

Occupation / Position:

Email: **daggett@u.washingt..**

Department: **BIOENGINEERING**

Classification

Injury or Exposure to a Hazard -- no first aid required

Has Attachement(s): **Yes**

Type of Incident

Injury Description (none, if no injury/exposure): **Headache**

Body Parts Affected (none, if no injury/exposure): **Body Systems: Organs, Nervous System, Respiratory, etc.**

Cause of Injury/ Damage, or Potential: **Chemicals**

Leakage, or Potential Chemical
Injury/Damage:

Slip/Trip/Fall Information

Slip: **None**

Trip: **None**

Fall From Same Level: **None**

Fall From Elevated Height: **None**

Stairs: **None**

Contributing Factors

Equipment: **None**

Environment: **None**

Policies / Procedures: **None**

Human Factors: **None**

Suggested Corrective Actions by Affected Party

Suggested Corrective Actions: **Submit request for maintenance/repair**

Supervisor's Comments

Root Causes: **Through discussions with CEM and troubleshooting, they have determined that the second rotary valve, which controls waste, is broken. It also looks as though the CEM installer of the unit (we received the synthesizer a few months ago) did not set up the waste lines correctly. The latter did not cause the valve to break, but it may have contributed to the leakage.**

Recommendations / Preventive Measures: **CEM is flying the technician to Seattle to fix the valve and check the installation and correct as necessary and ensure that the machine is performing properly. The technician is scheduled to come to the lab the afternoon of 7/20/21.**

Other Comments:

Corrective Actions Target Date (mm/dd/yyyy) :

Corrective Actions Complete Date (mm/dd/yyyy) :

EH&S Comments

fwd: Tracy Harvey, Eleanor Wade

Damage, or Potential Contact with Object. Dropped into something
Injury/Damage:

Slip/Trip/Fall Information

Slip: **None**

Trip: **None**

Fall From Same Level: **None**

Fall From Elevated Height: **None**

Stairs: **None**

Contributing Factors

Equipment: **None**

Environment: **None**

Policies / Procedures: **None**

Human Factors: **None**

Suggested Corrective Actions by Affected Party

Suggested Corrective Actions: **Provide PPE**

Supervisor's Comments

Root Causes:

Recomendations / Preventive Measures:

Other Comments:

Corrective Actions Target Date (mm/dd/yyyy) :

Corrective Actions Complete Date (mm/dd/yyyy) :

EH&S Comments

fwd: Tracy Harvey, Eleanor Wade



Report Number: 2021-07-080

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: **RESEARCH ASSISTANT**

Date Reported (mm/dd/yyyy) : **07/28/2021**

Department: **SOM: Bioengineering: Dr. Woodrow Lab**

Time Reported: **03:19 PM**

Person Involved or Affected

Department: **SOM: Bioengineering: Dr. Woodrow Lab**

Incident Details

Campus: **Seattle**

Date of Incident (mm/dd/yyyy) : **07/28/2021**

Incident Location: **ANIMAL RSCH CARE FAC (ARCF)**

Time of Incident: **01:30 PM**

Room:

Other:

Incident Description: **While unsheathing sterile needle, employee got needlestick through gloves used to hold mice.**

Supervisor

Full Name: **Kim A Woodrow**

Phone: **=+1 206 685-6831**

Occupation / Position: **RESEARCH ASSISTANT**

Email: **woodrow@uw.edu**

Department: **SOM: Bioengineering**

Classification

Injury requiring first aid

Has Attachement(s):

Type of Incident

Injury Description (none, if no injury/exposure): **Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound)**

Body Parts Affected (none, if no injury/exposure): **Fingers**

Cause of Injury/Damage or Potential: **Needle/Scalpel/Medical Sharps (Clinical, Research, Teaching)**

Damage, or Potential Injury/Damage: **Needle/Syringe/medical Sharps (Clinical, Research, Teaching)**

Slip/Trip/Fall Information

Slip: **None**
Trip: **None**
Fall From Same Level: **None**
Fall From Elevated Height: **None**
Stairs: **None**

Contributing Factors

Equipment: **None**
Environment: **None**
Policies / Procedures: **None**
Human Factors: **None**

Suggested Corrective Actions by Affected Party

Suggested Corrective Actions: **Provide safety training**

XXXXXXX has agreed to remove the sheath completely and not attempt to retain it on the needle for temporary storage between procedures (e.g., prepping mouse). XXXXXXXX also shared a safer alternative to removing the sheath with two hands left-to-right rather than just one hand in a forward motion.

Supervisor's Comments

Root Causes: **Procedures are the root cause.**

Recomendations / Preventive Measures: **XXXXXXX has agreed to remove the sheath completely and not attempt to retain it on the needle for temporary storage between procedures (e.g., prepping mouse). XXXXXXXX also shared a safer alternative to removing the sheath with two hands left-to-right rather than just one hand in a forward motion.**

Other Comments:

Corrective Actions Target Date (mm/dd/yyyy) : **08/02/2021**

Corrective Actions Complete Date (mm/dd/yyyy) : **08/02/2021**

EH&S Comments

**Talked with IP, advised to use tool/forceps to loosen cap. J Cashman RN
fwd: Judy Cashman, Eleanor Wade, Zara Llewellyn, Lesley Decker**

U-WIDE HEALTH AND SAFETY COMMITTEE

7/14/2021 Meeting Minutes | 1:00 p.m. - 2:30 p.m. |

Elected Member*		Appointed Member*		Faculty Senate Member*	
<input checked="" type="checkbox"/>	Ryan Hawkinson (1)	<input checked="" type="checkbox"/>	Mark Pekarek (2)	<input type="checkbox"/>	Ian Bennett
<input checked="" type="checkbox"/>	Carmen Parisi (1)	<input checked="" type="checkbox"/>	Kurt Oglesby (3)		
<input type="checkbox"/>	Erick Rostad (2)	<input checked="" type="checkbox"/>	Beth Hammermeister (4)	Labor Union Member*	
<input checked="" type="checkbox"/>	Tony Colinares (3)	<input checked="" type="checkbox"/>	Liz Kindred, Vice-chair (5)	<input type="checkbox"/>	Paula Lukaszek, WFSE Local 1488
<input checked="" type="checkbox"/>	Christine Aker (4)	<input checked="" type="checkbox"/>	David Zuckerman (10)	<input type="checkbox"/>	Vacant, UAW 4121
<input checked="" type="checkbox"/>	Michael Sage (5)			<input checked="" type="checkbox"/>	Ann Aumann, SEIU 925
<input checked="" type="checkbox"/>	Eric Camp (6)			<input type="checkbox"/>	Amanda Clouser, UAW 4121
<input checked="" type="checkbox"/>	Tamara Leonard (6)				
<input checked="" type="checkbox"/>	Martin Arroyo (7)			Proxy*	
<input checked="" type="checkbox"/>	Alexa Russo (7)			<input checked="" type="checkbox"/>	Stacia Green (9)
<input checked="" type="checkbox"/>	Wade Haddaway (8)				
<input checked="" type="checkbox"/>	Christopher Barrett (8)	<input checked="" type="checkbox"/> = attended meeting * = voting members 13 = voting members for quorum			
<input checked="" type="checkbox"/>	Alexander Lefort (9)				
<input checked="" type="checkbox"/>	Sheila Prusa (9)				
<input checked="" type="checkbox"/>	David Warren (10)				
Ex-Officio Member		Ex-Officio Member		Env. Health & Safety Member	
<input checked="" type="checkbox"/>	Tracey Mosier, UWF	<input type="checkbox"/>	Rick Gleason, DEOHS	<input checked="" type="checkbox"/>	Katia Harb
<input checked="" type="checkbox"/>	Chris Pennington, UWF	<input checked="" type="checkbox"/>	Felicia Foster, AGO	<input checked="" type="checkbox"/>	Denise Bender
<input checked="" type="checkbox"/>	Steve Charvat, UWEM	<input type="checkbox"/>	Nancy Gwin, AGO	<input checked="" type="checkbox"/>	Erin McKeown
<input checked="" type="checkbox"/>	Barry Morgan, UWEM	<input checked="" type="checkbox"/>	Ken Nielsen, Risk Services	<input checked="" type="checkbox"/>	Sonia Honeydew
<input type="checkbox"/>	Lt. Chris Jaross, UWPD	<input checked="" type="checkbox"/>	Susan Wagshul-Golden, UWT	<input type="checkbox"/>	Jenna Gravley
		<input checked="" type="checkbox"/>	Allyson Long, UWB	<input checked="" type="checkbox"/>	Tracy Harvey
Guest				<input type="checkbox"/>	Alex Hagen
<input checked="" type="checkbox"/>	Brandon Kemperman, EH&S				

Agenda

1. Attendance/Quorum
2. Call to Order
3. Approval of June Meeting Minutes
4. COVID-19 Update
5. Seasonal Heat and Wildfire Smoke
6. Organizational Group Reports and Election Updates
7. Union Reports
8. Ex Officio Reports
9. HSC Elections
10. EH&S Updates: L&I and General
11. Good of the Order
12. Adjourn

Minutes by Sonia Honeydew

The meeting was conducted on Zoom to adhere to COVID-19 pandemic protocols per guidance from the Washington State Dept of Health, and the CDC. The meeting was recorded.

1. Attendance/Quorum

Sonia verified that attendance was counted, and quorum was met.

2. Call to Order

U-Wide Chair Carmen Parisi called the meeting to order with a land acknowledgement and reminder of Zoom voting process.

3. Approval of June Meeting Minutes

Carmen facilitated a vote and June meeting minutes were approved without any changes.

4. COVID-19 Update

Katia started with an overview of the recent major updates. *Physical distancing* is now optional, regardless of vaccination status, except in healthcare, childcare, and K-12 settings. *Face coverings* are now optional if you are fully vaccinated, except in healthcare, K-12, childcare, and UW shuttles. Our policy of COVID-19 *vaccination* is now in effect, requiring vaccination for employees and students, though individuals can choose a medical, religious, or philosophical exemption. The *daily symptom attestation* in Workday is no longer required, unless you work in a healthcare, childcare, or K-12 setting. *Visitor logs* are no longer required unless for site-specific reasons.

ACCD and EH&S will continue to review and update policies and guidance before Autumn quarter, responding to anticipated regulatory updates and any disease trends. Updates are logged at the top of the [EH&S COVID-19 page](#). The EH&S newsletter and COVID-19 mailing lists are also great resources; you can sign up [here](#).



What has not changed at this point is for everyone to self-monitor daily and stay home if sick or symptomatic. We all still need to report any COVID-19 illness or close contact to EH&S regardless of our vaccination status. The EH&S contact tracing and case response protocol has not changed although staffing has scaled back. Quarantine and isolation guidance has not changed either.

Katia described the COVID-19 vaccination policy. *Employees* submit their vaccine attestation form in Workday as soon as they are fully vaccinated (two weeks following the second dose of two-dose vaccine or two weeks following a single dose vaccine) but not before then. The deadline for being fully vaccinated is September 10th so plan ahead. If you know you are declaring an exemption, please submit it via the attestation form right away. *Students* submit their vaccine attestation via Hall Health electronic form; their deadline is September 29th. Any student who is also an employee must submit both forms because the systems do not share data.

Supervisors must verify (in Workday) their personnel are fully vaccinated before advising each individual that they may relax masking requirements; otherwise face coverings are required indoors. There is a paper vaccine attestation form available for supervised non-employees who are interested in relaxing masking requirements. *Contractors, vendors, and visitors* are expected to follow UW signage. Contractors and vendors onsite regularly are asked to confirm (via Purchasing form) that they have their own process to verify vaccination status before relaxing face covering requirements. The [Vaccination Policy website](#) has excellent FAQs. Do not ask other employees or students their vaccination status as that is private information.

Katia described the current face covering policy. *Outdoors*, face coverings are not required for anyone anymore, but are recommended for people who are not vaccinated when they find themselves in crowded settings. *Indoors*, those not fully vaccinated are still required to wear face coverings where other people are present. Fully vaccinated individuals can relax masking only after their manager has verified their status. In *healthcare, childcare, K-12 and shuttle settings*, everyone is required to wear face coverings.. The public is expected to adhere to posted guidance. Fully vaccinated individuals may still choose to wear a face covering for a variety of reasons.

Katia described the updated, shorter COVID-19 Prevention Plan. It now includes the vaccine verification, and reflects updated guidance regarding face coverings, physical distancing, and symptom monitoring. These plans no longer need be submitted to the Executive Office for approval. A designated COVID-19 Site Supervisor is now optional. You still must train employees on updates to site-specific COVID -19 Prevention Plans.

Katia advised the committee members of obsolete resources, EH&S recent and upcoming updates, and non-EH&S updates. *Obsolete* documents include occupancy restrictions (even in elevators or restrooms) and visitor logs (unless a unit so chooses). EH&S *recently updated* cleaning/disinfection protocols, and information for units with contractors/vendors onsite. *By July 30th*, EH&S expects to update guidance for events, food establishments, symptom monitoring, eating/study space, plexiglass barriers, and building readiness/maintenance, as well as a risk level



and PPE selection matrix. *Non-EH&S updates* include new University Marketing and Communications posters and communications tools, and updating guidance from the Office of Research, Human Resources, and UW Facilities.

Katia explained that EH&S took down the out-of-date COVID-19 prevention training and is working to update it by July 30th. Any employees returning onsite for the first time before July 30th should just take their site-specific plan training, and then take the UW COVID-19 prevention plan training once it is posted. Anyone who has taken the UW COVID-19 prevention training once does not need to take the updated version once it is posted. Supervisors should train their employees on updates to their site-specific plan.

Finally, Katia summarized the responsibilities of supervisors. Supervisors should review updated policies and share them with their units. They should make sure personnel complete their vaccination attestation forms by the deadline, and then verify them before relaxing indoor face covering requirements for each individual. Supervisors should update site-specific COVID-19 prevention plans and train personnel accordingly. Please reach out to EH&S with any questions.

Question: how do we know which buildings we can reoccupy now? Answer: please get your supervisor's approval before your first return to campus, and then talk with your Account Manager, and/or building coordinator and supervisor about your building's curtailment status, listed on the [UW Facilities curtailment page](#).

Question: Do unpaid volunteers need to submit a vaccination attestation form? Answer: If they are considered UW employees, they are required to attest to their vaccination status. If they are not in Workday, use the slightly condensed paper form in the Vaccination Policy in the Appendix. Even outside employees may need to come inside at times. Volunteers are considered exempt from the policy, but to relax face covering requirements, if they are under your supervision, you must verify they are fully vaccinated.

Question: Are hospital volunteers exempt? Answer: Anyone working in the medical centers should follow medical center procedures. They have their own vaccination attestation form, and they require face coverings everywhere in the hospitals regardless of vaccination status.

5. Seasonal Heat and Wildfire Smoke

Brandon Kemperman provided refresher information about heat stress and wildfire smoke, and regulatory updates and EH&S activities. Our region can experience summer heat and smoke challenges to our air quality both indoors and outdoors. EH&S is developing new online training and new websites for "Outdoor Heat Exposure and Heat Related Illness" and for "Wildfire Smoke".

Especially for people *working outdoors*, temperatures in the 90s, 100s, or even 80s can lead to heat-related illness. These illnesses occur when the body overheats from a combination of external factors (temperature, humidity, air movement, direct sunlight, and other heat sources)



and personal factors (PPE, clothing, physical effort or heavy work, lack of acclimation, dehydration, poor fitness and diet, certain medications, and caffeine, alcohol, and nicotine).

Heat related illness may take the form of *heat exhaustion* (provide rest, shade, water) or *heat stroke* (requires emergency response). Symptoms of heat exhaustion include dizziness, headache, sweaty skin, weakness, cramps, nausea, vomiting, and fast heartbeat. Symptoms of heat stroke include red/hot/dry skin, high temperature, confusion, convulsions, and fainting. To prevent heat-related illness, supervisors provide shade, rest, and water. Employees can monitor themselves for any symptoms (including color of urine to indicate dehydration), remove PPE to cool off during breaks, and wear sunscreen in direct sunlight.

WAC 296-62-095 addresses employee outdoor heat exposure in Washington from May 1 through September 30. Table 1 defines action level temperatures based on clothing worn by the employee: 52F for non-breathable clothing, 77F for double-layer woven clothing, and 89F for other clothing.

Yesterday, emergency regulation WAC 296-62-09555 “Extreme High Heat Procedures” went into effect. At temperatures at or above 100F, it requires that employers always maintain one or more areas of shade or provide an alternative means of cooling. Employers must also ensure that employees take preventative cool-down rest periods at least ten minutes every two hours.

Washington state does not regulate indoor air temperatures. For air quality assessments, EH&S follows the ASHRAE 55 standard for Thermal Environmental Conditions for Human Occupancy, which *recommends* summer indoor temperatures between 73-79F and winter indoor temperatures between 68-75F. UW Facilities has their own temperature requirements based on energy standards from the City of Seattle. Many of our buildings do not have air conditioning.

Indoor increased temperature may lead to comfort issues, heat stress, and dehydration. Temperatures approaching 85-90F may cause heat stress, particularly if clothing, PPE, and physical activity are factors. Warmer temperatures may necessitate increased water intake to prevent dehydration.

Naturally ventilated spaces pose particular challenges during summertime. Potential solutions include opening windows only during cooler hours, portable AC units, fans (direct away from body/face during pandemic), telework, cooling vests, or working from a different air-conditioned building. For issues in *mechanically ventilated spaces*, submit a facility work request.

The news predicts a bad summer for wildfire smoke. It is unhealthy to breathe in the emissions from wildfires. Most concerning are the small particulates that travel deep into your lungs. Health effects may include lung irritation and inflammation, altered immune function, and an increased susceptibility to respiratory infections such as COVID-19.

Washington L&I has drafted but not finalized emergency rule WAC 296-62-085 concerning outdoor workers exposed to the equivalent of Air Quality Index 69 (“unhealthy for sensitive individuals”



level) for more than one hour. The voluntary use of N95 filtering respirators is recommended. To prevent exposure to wildfire smoke, minimize time outdoors and outdoor exercise, work in mechanically ventilated buildings equipped with pre filters and at least MERV 13 filters, and increase the ratio of recirculated to outside air. If in a naturally ventilated building, close windows, and consider portable air cleaners with HEPA filters. EH&S just released a “Portable Air Cleaner Selection, Care and Maintenance” focus sheet, linked from the [Indoor Air Quality page](#).

If you have indoor heat or smoke discomfort, EH&S has equipment to assess indoor air quality and can make recommendations. If an employee feels they have been affected by extreme temperatures or wildfire smoke in their work area, they can report that in the Online Accident Reporting System (or PSN for UW Medicine) so we can document and investigate it. If they feel their health was affected, they can contact their employee health center.

Question: Do UW building HVAC filters protect against smoke? Answer: Luckily, the COVID-19 response included upgrading filtration so many buildings have MERV-13 filters, which protect from wildfire smoke. More efficient filters can be requested, but HVAC systems may not be able to handle the increased static pressure of more restrictive filters.

6. Organizational Group Reports and Election Updates

HSC-1: Ryan Hawkinson reported that Group 1 met this morning, reviewed many OARS reports, and had volunteers for Election Coordinator. One OARS report described an employee returning office furniture to work and injuring themselves trying to get the furniture through the door. If you did allow employees to take furniture or equipment home, you may want to provide guidance on the timing and safe return of those items, maybe utilizing carts, ADA doors, or assistance.

HSC-2: Mark Pekarek noted that Moving Services can help move large equipment. Group 2 met last week, had low attendance, and belatedly got a volunteer Election Coordinator. They often have 25-30 reports to review. One that was particularly well written was 2021-06-035.

HSC-3: Kurt Oglesby reported that Group 3 met June 16th, reviewed OARS and had Jason Goodrich from CriticalArc present on SafeZone. There is only a 10% deployment for that program across the university. Tony reported that the safety application is very good, and it is strongly recommended that you download the app to your phone. Sonia mentioned that the U-wide rescheduled their SafeZone presentation to the August meeting.

HSC-4: Christine Aker reported that Group 4 met last Monday, reviewed OARS, and had an interesting report regarding the effect of construction smell on building occupants and the mitigation measures implemented. They had their quarterly review of OARS Dashboard data, and Erin McKeown reviewed their 2020 Incident and Statistics Report. Most units are working on return to campus and return to normal operations plans.



HSC-5: Liz Kindred reported that Group 5's last meeting was during the heat wave. Their Executive Sponsor Walter Thurnhofer retired, and Adam Parcher is taking over. They had their annual safe patient handling presentations. Some of their more severe injuries occur while transferring patients so it is important to train and engage staff regarding appropriate equipment and ceiling lifts. At Harborview they had an interesting report where staff looked too long at UVC machines (used to disinfect for COVID) and hurt their eyes. They continue to message on masking and social distancing at the medical centers.

HSC-6: Eric Camp said HSC-6 met a month ago, discussed a few OARS reports, discussed the U-wide, and chose an Election Coordinator.

HSC-7: Martin Arroyo reported Group 7 met yesterday. Luckily, Allyson Long had reviewed heat-related illnesses at their June meeting, a few days before the heat wave. At their July meeting, they discussed and chose Election Coordinators (Allyson and Martin). Allyson presented information about safe lifting, emergency Prepare in a Year planning, and wildfire smoke.

HSC-8: Chris Barrett reported that Group 8 met on June 10th. They discussed OARS, U-wide updates, and had a presentation on how to access OARS reports remotely. Their head of facilities gave a quick presentation on sprinkler lines and ceiling tiles, advising everyone not to hang things from sprinkler lines in their offices. They meet tomorrow to choose an Election Coordinator.

HSC-9: Sheila Prusa reported that Group 9 met June 29th and reviewed OARS and reviewed U-wide minutes.

HSC-10: David Warren reported that Group 10 reviewed OARS reports and concluded that as people come back to work it is a good time to remind them about online training for [Back Safety and Injury Prevention](#). They discussed COVID lessons applicable to flu season.

Faculty Senate Report: Ian Bennett was not present.

7. Union Reports

Ann Aumann of SEIU 925 had no updates.

Paula Lukaszek of WFSE and Amanda Clouser of UAW 4121 were not present.

8. Ex Officio Reports

UW Facilities: Tracey Mosier had no updates. Chris Pennington reported UWF updated their COVID Prevention Plan – kudos to Tracey!

Emergency Management: Steve Charvat said they are monitoring the smoke and the weather, and the Governor is having a press conference right now advising us that due to climate change



this is the new normal. UW will apply lessons learned from last year and the pandemic to a new decision-making process about university operations during high temperatures or poor air quality.

UWPD: Lt. Chris Jaross was not present.

DEOHS: Rick Gleason was not present.

AGO: Felicia Foster had no updates.

Claim Services: Ken Nielsen had no updates.

UW Tacoma: Susan Wagshul-Golden had to leave early.

UW Bothell: Allyson Long reported that her well-timed heat exposure training led to a great response at UWB to the excessive heat conditions. She said they were bringing water to workers in the field, getting occupants to shut down buildings, and were providing fans to resident students.

9. HSC Elections

Sonia Honeydew presented on the HSC elections for the 2022-2023 term. The Health and Safety Committee webpage lists the ten HSCs, and by clicking on the committee anyone can see the departments represented by that committee. She said that the election timeline begins with the selection of an Election Coordinator in July; five of the HSCs have already done that. In August, the Election Coordinator will determine how to reach the employees represented by their HSC and call for nominations. Sonia listed the Election Coordinator responsibilities shown in the Election Guide. Sonia said she'll post a list of Election Coordinators on the [Health and Safety Committee page](#), so employees can find the name of their coordinators.

Sonia described the minimum requirements for committee composition: both employee-elected and employer-appointed members, the number of elected equal to or great than the number appointed. They serve for a two-year term, and if an elected member must leave their position midterm, a new member must be elected before the next meeting. For this reason, it is best practice to have multiple nominees for each position; then you can ask the person with second highest number of votes to take the role, without running a new election.

She said it good to have a broader group of nominees as they could be designated as a proxy; using a proxy prevents breaks in communications when a member must miss a meeting. Sonia is collecting examples of different representation strategies (how an HSC is composed to represent all employees) and has examples in Catalyst of both nomination and election ballots, and examples of charters (where HSCs often define their representation strategy). Note that an HSC can have multiple Election Coordinators, depending on the needs of the HSC. Please let Sonia know if you, your Election Coordinators, or Executive Sponsors have any questions.

10. EH&S Updates: L&I

Erin McKeown reported that HMC addressed the relocation of an HMC COVID testing clinic from a parking garage. The UW is appealing citations at four healthcare sites and has a hearing scheduled with the Board of Industrial Insurance Appeal on July 28.

EH&S Updates: General

Erin indicated that the updated [Accident Prevention Plan \(APP\)](#) is now on the EH&S website and contains guidance, policies, and procedures to reduce or eliminate anticipated hazards that affect all employees. She thanked all the committees for their review and summarized the significant updates to the APP.

She said an important change to the APP was the introduction of the Supplemental Accident Prevention Plan (SAPP) Template. It is a guide that helps departments take responsibility for hazards that go *beyond* what is covered in the core Accident Prevention Plan. The SAPP template includes a list of potential safety hazards, and the resources and training to address those. The expectation is that departmental administrators or supervisors would review the APP, develop the departmental SAPP, and then review both with existing and new staff.

Denise reported the release of updated manuals in the next month: the Permit-Required Confined Space manual and the Silica manual. Also, EH&S is piloting a new ticketing system to improve customer service. Some EH&S email addresses are already feeding into it: training, IAQ, and ergo.

Sonia reported that EH&S made some revisions to the HSC Election Guide, to address diversity, equity, and inclusion. The revision is under review and not posted yet, but the basic responsibilities and timeline do not change. Rather, the updated guide reminds people to think about how they are going to reach all employees, including those who work different times of year, work different times of day, do not have access to computers, etc.

11. Good of the Order

Carmen suggested that the group consider the format of U-wide meetings when campus reopens Autumn quarter. Most people believe all virtual or a hybrid format is part of the new normal.

Alexa Russo suggested we consider equity about “heat days” or “smoke days”; we might be sending people home to a worse condition. Steve said Emergency Management have just begun discussions on how to address hot and or smoke conditions and the discussions will include EH&S. He understands that some people prefer to come to work when it’s hot to escape the heat.

12. Adjourn

U-Wide Chair Carmen Parisi adjourned the meeting early at 2:25 pm.

University-Wide (U-Wide) Health and Safety Committee Meeting Agenda

August 11, 2021
1:00 p.m. – 2:30 p.m.
Zoom (screen required)

Agenda Item	Lead	Process	Time
Attendance/Quorum	Sonia Honeydew	Verify quorum per Zoom gallery count	3 min
Call to Order	Carmen Parisi	Robert's Rules of Order	2 min
Approval of Meeting Minutes	Carmen Parisi	Discussion	5 min
COVID-19 Update	Katia Harb	Presentation	10 min
SafeZone	Sgt A. Stewart, UWPD Jason Goodrich, CriticalArc	Presentation	10 min
2020 Claims Review	Ken Nielson	Presentation	15 min
Organizational Group Reports* and Election Updates	Committee members	Discussion	15 min
Union Reports	Union representatives	Discussion	5 min
Ex-Officio Reports	Ex-Officio members	Discussion	10 min
EH&S Updates L&I Update General updates	Erin McKeown Denise Bender	Discussion	10 min
Good of the Order	Carmen Parisi	Discussion	5 min
Adjourn	Carmen Parisi	Robert's Rules of Order	

*Organizational Group Reports include topics covered at their most recent meeting.

Please send ideas for agenda items to Carmen Parisi and Liz Kindred at least 2 weeks prior to the scheduled meeting.