Draft Agenda – October 27, 2014
Group 9 Health and Safety Committee (College of Engineering)

1. **Attending:**
   - Chris Adams, MoES
   - Emma Alder, EH/S
   - Cassie Atkinson-Edwards, HCDE
   - Arne Biermans, ChemE
   - Tracy Erbeck, CSE
   - Michael Glidden, DO
   - Sonia Honeydew, BioE
   - Bill Kuykendall, ME
   - Sheila Prusa, ISE
   - Fiona Spencer, AA
   - Karen Wetterhahn, MSE
   - Sean Yeung, CEE
   - John Young, EE

2. **Absent**

3. **Previous Meeting Minutes**
   - See attached

4. **Department Incident Reports (from past)**
   - EE – fainting at MFF

5. **Department Incident Reports (current)**
   - CEE – Finger cut on stir plate
   - EE – Electric shock

6. **UW Wide meeting**
   - Workers’s Compensation Claims 2014 Reports
   - Summary of WA LI Activities

7. **Department update**
Group 9 Health and Safety Committee (College of Engineering)

1. **Attending:**
   - Chris Adams, MoIES
   - Emma Alder, EH/S
   - Cassie Atkinson-Edwards, HCDE
   - Tracy Erbeck, CSE
   - Michael Glidden, DO
   - Sonia Honeydew, BioE
   - Bill Kuykendall, ME
   - Sheila Prusa, ISE
   - Sean Yeung, CEE

2. **Absent**
   - Arne Biermans, ChemE
   - Fiona Spencer, AA
   - Karen Wetterhahn, MSE
   - John Young, EE

3. **Previous Meeting Minutes**
   - See attached

4. **Department Incident Reports (from past)**
   - NA

5. **Department Incident Reports (current)**
   - CEE – pinky finger crushed (more people handling items at one time)
   - BioE – gas smell (unable to determine specific location – wind direction being observed closer next time)
   - Campus - CSE – chemicals from Roberts Hall (see report attached)
   - EE – fainting at MFF (EE to follow up next time)
   - CEE – needle prick (housekeeping to be addresses)
   - CEE – glass shattered in hallway (housekeeping to be addresses)

6. **UW Wide meeting**
   - August – midyear OARS reports
   - September – outreach efforts

7. **Department update**
   - MoIES – NA
   - CSE – NA
   - HCDE – Fire doors (Dale / John) and toilet paper men’s restroom
   - ISE – NA
   - EHS – NA
   - ME – Formula car concern (establish “lab” safety manual for clubs)
   - BioE – ARCF (construction begins October), Student led initiative, Cell coverage project
## Accident Summary Report

### HSC 9

**8/1/2014 to 8/31/2014**

<table>
<thead>
<tr>
<th>Case#</th>
<th>Org Name</th>
<th>Job Title</th>
<th>Date Reported</th>
<th>Employee Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-08-027</td>
<td>COMPUTER SCIENCE &amp; ENG</td>
<td>[Redacted]</td>
<td>8/8/2014</td>
<td>adverse reaction to Roberts Hall chem fume release</td>
</tr>
<tr>
<td>2014-08-030</td>
<td>ELECTRICAL ENGINEERING</td>
<td>SR. MICROFABRICATION ENGINEER</td>
<td>8/11/2014</td>
<td>[Redacted] was shadowing Scott Heron in the Washington Nanofabrication Facility on Monday, August 11th. While watching a demonstration of photolithography, [Redacted] began to feel dizzy and her vision began to get hazy. She sat down, hoping that would make her feel better. That did not work, so she stood up, then sat down again. She decided she needed to leave the lab, and then told Erik Nilsson that she was going to leave. She took approximately two steps, then fainted. Erik caught her on the way down. She woke up a few seconds later, and is now feeling better.</td>
</tr>
<tr>
<td>2014-08-048</td>
<td>CIVIL &amp; ENVIR ENGR</td>
<td>PREDOC RES ASSOC 1</td>
<td>8/18/2014</td>
<td>Pricked with needle, which was protruding from used pipet tip box. Person involved was cleaning up mess left by another individual, and did not place needle into improper waste receptacle.</td>
</tr>
<tr>
<td>2014-08-057</td>
<td>CIVIL &amp; ENVIR ENGR</td>
<td>[Redacted]</td>
<td>8/21/2014</td>
<td>Two empty glass bottles dropped in hallway and shattered. Bottles lost balance on a tray being held in one hand. Bottles were contaminated by low concentrations of Cryptosporidium parvum oocysts. Hallway was not in use due to time of day. Glass and liquid remained on the ground prior to disinfection. Disinfectant not readily available. However, ozone was generated to disinfect floor of hallway (30 min contact time). PI and grad student present for clean-up. All waste disposed as biohazardous waste.</td>
</tr>
</tbody>
</table>

**Supervisor Corrective Action**

- The situation was caused by an external release of gas from a lab in another building. However, we were not informed of the details of the situation or told how to respond to it. In the future, we need more information and we need somebody who is knowledgeable in environmental issues to be available to tell us what to do.
- Proper disposal of sharps and hard plastics should be reviewed with the users of the area. The importance of closing disposal containers when full should additionally be reviewed.
- We have re-evaluated procedures for transporting biohazardous agents between labs, and will now ensure that whenever transport is necessary, samples will always be carried within breakage- and chemical-resistant secondary containment. In addition, anytime transport of biohazardous materials is required, the route of transport will be carefully evaluated in advance to ensure that the risk of accidents is minimized. Undergraduates will be accompanied by a graduate student or the PI at all times when handling or otherwise coming into contact with biohazardous materials. In the future, in order to ensure that Sporox is always on hand in the event of a spill, we will keep a minimum of two 1 gallon containers on hand (one open/one closed) - always making sure to order a new bottle once less than 1/2 gallon of Sporox remains in the open container.
**Person Reporting Incident**

<table>
<thead>
<tr>
<th>Last Name: LINGLEY</th>
<th>First Name: ANDREW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Email: <a href="mailto:alingley@uw.edu">alingley@uw.edu</a></td>
</tr>
<tr>
<td>Occupation/Position: SR. MICROFABRICATION ENGINEER</td>
<td>Department: ELECTRICAL ENGINEERING</td>
</tr>
<tr>
<td>Date Reported (yyyy/mm/dd): 2014/08/11</td>
<td>Time of Reporting: 11:04 AM</td>
</tr>
</tbody>
</table>

**Person Involved or Affected**

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
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</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>Occupation/Position:</td>
<td>Department: Public</td>
</tr>
</tbody>
</table>

**Incident Details**

<table>
<thead>
<tr>
<th>Date of Incident (yyyy/mm/dd): 2014/08/11</th>
<th>Time of Incident: 10:45 AM</th>
<th>When Shift Begins: N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus: Seattle</td>
<td>Incident Location/Parking Lot: FLUKE HALL</td>
<td></td>
</tr>
<tr>
<td>Room: 125</td>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

**Incident Details:**

was shadowing Scott Heron in the Washington Nanofabrication Facility on Monday, August 11th. While watching a demonstration of photolithography, began to feel dizzy and her vision began to get hazy. She sat down, hoping that would make her feel better. That did not work, so she stood up, then sat down again. She decided she needed to leave the lab, and then told Erik Nilsson that she was going to leave. She took approximately two steps, then fainted. Erik caught her on the way down. She woke up a few seconds later, and is now feeling better.

**Attachment:** No

**Supervisor**

<table>
<thead>
<tr>
<th>Last Name: KHBEIS</th>
<th>First Name: MICHAEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: +1 206 543-5101</td>
<td>Email: <a href="mailto:khbeis@uw.edu">khbeis@uw.edu</a></td>
</tr>
<tr>
<td>Occupation/Position: ASSOCIATE DIRECTOR MICROFABRICATION FACILITY</td>
<td>Department: ELECTRICAL ENGINEERING</td>
</tr>
</tbody>
</table>

**Classification**

- **Level 1:** Loss of consciousness,

**Type of Incident**

- **Nature of Injury:** Loss of Consciousness,
- **Body Parts Affected:** None,
- **What caused the harm:** None, Other,

**Possible Causes**

- **Equipment:**
- **Environment:** Heat Stress,
- **Policies / Procedures:**
- **Human Factors:**

ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.
### Supervisor's Comments

**Root Causes:**
(Please look at all the factors that may have contributed to the accident. Such factors may include equipment, environment, policies, procedures, and personnel.)

**Recommendations/Preventive Measures:**

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

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

**Other Comments:**

### EHS Review

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Phone Number:</th>
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<tbody>
<tr>
<td>Occupation/Position:</td>
<td>Department:</td>
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</tbody>
</table>

Comments:

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ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.
### Accident Summary Report

**HSC 9**

**9/1/2014 to 9/30/2014**

<table>
<thead>
<tr>
<th>Case#</th>
<th>Org Name</th>
<th>Date Reported</th>
<th>Employee Activity</th>
<th>Supervisor Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-09-003</td>
<td>CIVIL &amp; ENVIR ENGR</td>
<td>9/5/2014</td>
<td>Stir plate being moved from cart to underneath lab bench. Piece of loose plastic inside stir plate (wedged in ventilation slits), cut right ring finger. Set stir plate down, wiped off blood with wet paper towel, washed hand with soap and water, cleaned up blood drips on floor with methanol. Band aid applied from first aid kit in adjacent lab (nearest first aid kit was out of small band aids). Next day: removed sharp plastic piece from inside stir plate.</td>
<td>The chipped surface of the stir plate was coated with a silicone sealant to ensure that sharp surfaces are no longer exposed. Personnel have been advised to be cautious when handling these particular stir plates.</td>
</tr>
<tr>
<td>2014-09-031</td>
<td>ELECTRICAL ENGINEERING</td>
<td>9/17/2014</td>
<td>During removal of some cubicles it was necessary to remove three power drops from the overhead distribution busses. In the process of removing one of these drops a removed ground wire contacted an exposed buss terminal and energized the conduit of the drop and the metal ceiling grid to which I was holding on to resulting in a moderate electric shock in my left arm. There was some tingling afterwards but no apparent immediate effect. There was some soreness in the arm 24 hours later. After 48 hours, I was having mood changes, migraine headaches and dizziness that continued through Saturday at which point I sought medical examination at Group Health urgent care. They found some indication of muscle damage but no issues requiring immediate treatment and referred me for follow-up examination by Occupational Medicine.</td>
<td>While time pressures and deadlines exist, the programmatic requirements never supersede safety protocols and standards. If there was an electrical service that needed to be disconnected, it should have been reported back to me to coordinate with UW electricians to demo the service properly. Furthermore, electrical work in the buss ducts require the buss duct to be shutdown and for electricians to follow normal lockout/tag-out protocols.</td>
</tr>
</tbody>
</table>
# Accident / Incident Report

**Report Number:** 2014-09-003  
**Contact EH&S at 206-543-7262**

## Person Reporting Incident

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<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Phone</th>
<th>Email</th>
<th>Occupation/Position</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>YEUNG</td>
<td>JEREMY</td>
<td>+1 206 543-2547</td>
<td><a href="mailto:jsean@u.washington.edu">jsean@u.washington.edu</a></td>
<td>LABORATORY MANAGER</td>
<td>CIVIL &amp; ENVIR ENGR</td>
</tr>
</tbody>
</table>

**Date Reported:** 2014/09/05  
**Time of Reporting:** 09:39 AM

## Person Involved or Affected

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<tr>
<th>Last Name</th>
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<th>Occupation/Position</th>
<th>Department</th>
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<tbody>
<tr>
<td></td>
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<td>Undergraduate Student</td>
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</table>

## Incident Details

**Date of Incident:** 2014/09/04  
**Time of Incident:** 9:00 PM  
**When Shift Begins:** N/A  
**Campus:** Seattle  
**Incident Location/Parking Lot:** MORE HALL  
**Room:** 324A  
**Incident Details:**

Stir plate being moved from cart to underneath lab bench. Piece of loose plastic inside stir plate (wedged in ventilation slits), cut right ring finger. Set stir plate down, wiped off blood with wet paper towel, washed hand with soap and water, cleaned up blood drips on floor with methanol. Band aid applied from first aid kit in adjacent lab (nearest first aid kit was out of small band aids). Next day: removed sharp plastic piece from inside stir plate.

## Supervisor

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Phone</th>
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<th>Occupation/Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>DODD</td>
<td>MICHAEL</td>
<td>+1 206 685-7583</td>
<td><a href="mailto:doddm@u.washington.edu">doddm@u.washington.edu</a></td>
<td>ASSISTANT PROFESSOR</td>
<td>CIVIL &amp; ENVIR ENGR</td>
</tr>
</tbody>
</table>

## Classification

**Level 1:** Injuries requiring first aid,

## Type of Incident

**Nature of Injury:** Open Wound: Laceration, Puncture, Scratch,

**Body Parts Affected:** Fingers,

**What caused the harm:** Contact with Objects,

## Possible Causes

**Equipment:** Other,

**Environment:**

**Policies / Procedures:**

**Human Factors:**

## Suggested corrective action by the affected party

Remove sharp plastic piece from stir plate. Look more carefully when handling objects.

*ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.*
**Root Causes:**
(Please look at all the factors that may have contributed to the accident. Such factors may include equipment, environment, policies, procedures, and personnel.)

A ceramic surface of a VWR brand stir plate used in the lab was chipped during handling at some unknown time, leading to accumulation of sharp ceramic fragments within the interior of the stir plate.

**Recommendations/Preventive Measures:**
The chipped surface of the stir plate was coated with a silicone sealant to ensure that sharp surfaces are no longer exposed. Personnel have been advised to be cautious when handling these particular stir plates.

<table>
<thead>
<tr>
<th>Corrective Actions Target Date (yyyy/mm/dd):</th>
<th>Corrective Actions Complete Date (yyyy/mm/dd):</th>
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<tbody>
<tr>
<td>2014/09/05</td>
<td>2014/09/05</td>
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**Other Comments:**

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**EHS Review**

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<tr>
<th>Comments:</th>
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ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.
Report Number: 2014-09-031

Person Reporting Incident

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<th>Last Name</th>
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<tr>
<td></td>
<td>ELECTRICAL ENGINEERING</td>
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Date Reported (yyyy/mm/dd): 2014/09/17

Time of Reporting: 06:15 PM

Person Involved or Affected

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<th>Last Name</th>
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<tbody>
<tr>
<td></td>
<td>ELECTRICAL ENGINEERING</td>
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</tbody>
</table>

Incident Details

Date of Incident (yyyy/mm/dd): 2014/09/10

Time of Incident: 11:30 AM

When Shift Begins: N/A

Campus: Seattle

Incident Location/Parking Lot: FLUKE HALL

Room: 135

Other:

Incident Details:

During removal of some cubicles it was necessary to remove three power drops from the overhead distribution busses. In the process of removing one of these drops a removed ground wire contacted an exposed bus terminal and energized the conduit of the drop and the metal ceiling grid to which I was holding on to resulting in a moderate electric shock in my left arm. There was some tingling afterwards but no apparent immediate effect. There was some soreness in the arm 24 hours later. After 48 hours, I was having mood changes, migraine headaches and dizziness that continued through Saturday at which point I sought medical examination at Group Health urgent care. They found some indication of muscle damage but no issues requiring immediate treatment and referred me for follow-up examination by Occupational Medicine.

Attachment: No

Supervisor

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>KHBEIS</td>
<td>MICHAEL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>206 543-5101</td>
<td><a href="mailto:khbeis@uw.edu">khbeis@uw.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupation/Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSOCIATE DIRECTOR</td>
<td>MICROFABRICATION FACILITY</td>
</tr>
<tr>
<td></td>
<td>ELECTRICAL ENGINEERING</td>
</tr>
</tbody>
</table>

Classification

Level 1: Injuries requiring medical treatment (go to Level 3 if in-patient hospitalization is required),

Type of Incident

Nature of Injury: Electric Shock,

Body Parts Affected: Arms,

What caused the harm: Electricity,

Possible Causes

Equipment:

Environment:

Policies / Procedures: Inadequate Planning / Preparation,

ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.
Suggested corrective action by the affected party

In the future, the preferred course of action for this type of work should be left to electricians. Because of scheduling issues this work needed to be completed quickly and was being rushed. Working under a time constraint frequently results in a lack of an appropriate work plan which leads to mistakes. It was necessary to work on a live circuit because of (1) inadequate labeling of taps on these busses forces investigation of the taps through the ceiling to determine which equipment will be affected by a buss shutdown and (2) time limitation to complete this work.

Supervisor's Comments

Root Causes:
(Please look at all the factors that may have contributed to the accident. Such factors may include equipment, environment, policies, procedures, and personnel.)

As supervisor, I was unaware that the employee was conducting regular electrical work. While working with equipment-related electrical systems and equipment maintenance as part of his regular duties regularly poses electrical hazards; the employee is not trained or authorized to conduct infrastructure electrical work. In this case, the employee took it upon himself to disconnect the bus due to time constraints, but did not convey the challenge or obstacle to me. Furthermore, there was a clear safety violation in not de-energizing the buss duct prior to working in the box – again, this would normally be done by the UW electricians.

Recommendations/Preventive Measures:
While time pressures and deadlines exist, the programmatic requirements never supersede safety protocols and standards. If there was an electrical service that needed to be disconnected, it should have been reported back to me to coordinate with UW electricians to demo the service properly. Furthermore, electrical work in the buss ducts require the buss duct to be shutdown and for electricians to follow normal lockout/tag-out protocols.

Corrective Actions Target Date (yyyy/mm/dd): 2014/10/15
Corrective Actions Complete Date (yyyy/mm/dd):

Other Comments:
Will discuss actions and incident with employee.

EHS Review

Last Name: | First Name: | Phone Number: | Email:
---|---|---|---

Occupation/Position: | Department:

Comments:
University-Wide Health and Safety Committee Meeting Agenda
October 8, 2014
1:00 – 2:30 PM

William H. Foege N-130A

Regular Attendees:
- 2014 University-Wide Health and Safety Committee Members
  (http://www.ehs.washington.edu/ohssafcom/groups.shtm)
- Jude Van Buren, Katia Harb, Sherry Baron, Emma Alder, EH&S

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Persons Responsible</th>
<th>Process</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>Leslie Anderson, Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve September Minutes</td>
<td>Leslie Anderson</td>
<td>Robert’s Rules of Order</td>
<td>5 min</td>
</tr>
<tr>
<td>Workers’ Compensation Claims 2014 Report</td>
<td>Wendy Winslow-Nason</td>
<td>Presentation</td>
<td>45 min</td>
</tr>
<tr>
<td>Organizational Group Reports</td>
<td>Committee Members</td>
<td>Discussion</td>
<td>10 min</td>
</tr>
<tr>
<td>Union Reports</td>
<td>Union Representatives</td>
<td>Discussion</td>
<td>10 min</td>
</tr>
<tr>
<td>Ex-Officio Reports</td>
<td>Ex-Officio Members</td>
<td>Discussion</td>
<td>10 min</td>
</tr>
<tr>
<td>EH&amp;S Reports</td>
<td>Sherry Baron: L&amp;I Update</td>
<td>Presentation</td>
<td>10 min</td>
</tr>
<tr>
<td>Adjourn</td>
<td>Leslie Anderson</td>
<td>Robert’s Rules of Order</td>
<td></td>
</tr>
</tbody>
</table>

Next Meeting: 11/12/2014 – William H. Foege N-130A
# University-Wide Health and Safety Committee
## Meeting Minutes

August 13, 2014 1:00-2:30 pm  
Foege 130A

<table>
<thead>
<tr>
<th>Elected Membership</th>
<th>Appointed Membership</th>
<th>Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Anderson (1)</td>
<td>Paul Zuchowski (3)</td>
<td>Wendy Secrist, EH&amp;S</td>
</tr>
<tr>
<td>Ryan Hawkkinson (1)</td>
<td>Bob Ennes (4)</td>
<td></td>
</tr>
<tr>
<td>Paula Lukaszek (2)</td>
<td>Nadia Khan (4)-alternate</td>
<td></td>
</tr>
<tr>
<td>Sterling Luke (2)</td>
<td>Nicole Sanderson (7)</td>
<td></td>
</tr>
<tr>
<td>Sara Jones (3)</td>
<td>Michael Glidden (9)</td>
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<tr>
<td>Glenn McLean (4)</td>
<td>David Zuckerman (10)</td>
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<tr>
<td>John Martin (6)</td>
<td>Liz Kindred (12)</td>
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<tr>
<td>Ron Maxell (6)</td>
<td>Rob Hinton (12)</td>
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<td>Paul Miller (6)</td>
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<tr>
<td>Charlotte Rasmussen (7)</td>
<td></td>
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<tr>
<td>Zachary Druce (8)</td>
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<tr>
<td>Stephen Rondeau (8)</td>
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<tr>
<td>Sonia Honeydew (9)</td>
<td></td>
<td></td>
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<tr>
<td>Roy Farrow (10)</td>
<td></td>
<td></td>
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<tr>
<td>Kathy Newell (10)</td>
<td></td>
<td></td>
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<tr>
<td>Rick Gleason (Faculty Senate)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Labor Representation</th>
<th>Ex Officio Membership</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Bals WFSE Local 1488</td>
<td>Michelle Doiron Attorneys General Office</td>
<td>Jude Van Buren, Director, EH&amp;S</td>
</tr>
<tr>
<td>Joel McCulloch SEIU Local 1199</td>
<td>Tracey Mosier Facilities Services</td>
<td>Katia Harb, Asst. Director, EH&amp;S</td>
</tr>
<tr>
<td>Laura Harrington SEIU 925</td>
<td>Wendy Winslow-Nason Risk Management</td>
<td>Sherry Baron, EH&amp;S Technical</td>
</tr>
<tr>
<td>Peter Johnston UAW 4121</td>
<td>Ron Fouty Capital Projects</td>
<td>Emma Alder, EH&amp;S Technical</td>
</tr>
</tbody>
</table>

*X= Present at meeting*
Agenda

1. Call to Order and Introductions
2. Approval of August Minutes
3. Organizational Group Reports
4. Union Reports
5. Ex-Officio Reports
6. EH&S Reports
7. Outreach Efforts
8. Adjourn

Recorded: by Emma Alder

1. **Call to Order**: Meeting called to order at 1:04 PM by Leslie Anderson.

2. **Approval of August Minutes**: Leslie asked for a motion to approve the August minutes as written. A motion to approve the minutes was put forward and seconded. The minutes were approved without changes.

3. **Organizational Group Reports:**
   
   a. **Group 1**: Ryan Hawkinson reported that Group 1 did not have a quorum at their most recent meeting. The executive sponsor for Group 1 will be attending their next meeting in October. The group also revisited the discussion of the policies regarding service animals and bikes in buildings. All three OARS reports the group reviewed involved slips, trips, and falls.
   
   b. **Group 2**: Paula Lukaszek reported that Group 2 met in August. The group held a standard meeting of approving minutes, reviewing the previous U-wide meeting, and reviewing their OARS reports.
   
   c. **Group 3**: Sara Jones reported that their most recent meeting was lightly attended. The group reviewed their OARS reports and discussed the recent Husky Shakeout event held outside the HUB.
   
   d. **Group 4**: Bob Ennes reported that Group 4 did not have a quorum. His group discussed the L&I citations related to lockout/tagout that resulted from the drama scene shop investigation. The group discussed their strategies for handling bikes brought into buildings. The OARS reports were also reviewed by the committee.
   
   e. **Group 6**: Emma Alder reported that Group 6 was also a lightly attended meeting without a quorum. The committee reviewed their OARS reports and have been working diligently to collect copies of the group’s departmental health and safety plans.
   
   f. **Group 7**: Charlotte Rasmussen that Group 7 that their most recent meeting was very brief.
   
   g. **Group 8**: Stephen Rondeau reported Group 8 discussed the upcoming evacuation warden training and changes in the asbestos awareness training. He discussed the recent vehicular accident that occurred on the
campus staircase. Stephen submitted a detailed OARS report on the accident to make sure that it is documented. He has not been able to find any research that indicates the bollards at the top of the staircase will prevent a future vehicle from going over them.

h. **Group 9**: No meeting in August.

i. **Group 10**: David Zuckerman reported that Group 10 reviewed the most recent U-Wide meeting information. They also reviewed 10 OARS reports, most of which were hornet stings. The group discussed how to treat and prevent severe reaction to the stings. Spraying some of the nests may also prevent future stings. Unfortunately, when you encounter a nest in the ground it may be too late to avoid the Hornets.

j. **Group 12**: Liz Kindred reported that Group 12 reviewed their accident reports. The group discussed injuries resulting from heavy linen bags and Sani-cloth wipe splashes. She reported that patient handling incidents have gone down. The group also discussed the previous U-Wide meeting, updates to OARS, and the most recent ladder fall. Liz reported that the hospital’s “Code Silver” has been officially changed to indicate an active shooter situation. Previously, it could have indicated any security emergency.

k. **Faculty Senate**: Rick Gleason reminded the committee to prepare themselves for the upcoming influx of students.

4. **Union Reports**

a. **SEIU Local 925**: Representative not present.

b. **SEIU Local 1119**: Laura Harrington reported that the union is still in the middle of bargaining sessions. There have been many counters to proposed contract changes. The union is working toward improving the response to ergonomic concerns for employees on campus. Hopefully the outcome will be beneficial to the whole campus community.

c. **UAW 4121**: No representative present.

d. **WFSE Local 1488**: Jim Bals, the new U-Wide representative for WFSE Local 1488, introduced himself to the committee. Paula discussed the continuing issue with cars speeding on Canal Road NE. Only UW vehicles should be using this service road but that does not appear to be the case. Paula reported another issue during surplus hours. Drivers of the box trucks have a difficult time seeing behind them when backing out, especially with a bus stop nearby. Tracey is in the process of determining if there is a way to alleviate congestion in this area. Paula then reported that employees are concerned that contractors are frequently parking their in the load/unload zones throughout campus. Ron Fouty said that with more information, he can help alleviate the problem.

5. **Ex-Officio Reports**

a. Ron Fouty – Ron reported that the excavation for the Animal Research Care Facility (ARCF) will start in January with some work beginning at the end of this year. There is currently many construction projects in motion. A
new police station to be built is planning to be built near 15th avenue. An underground storage tank near the area is being pulled in preparation.

6. EHS Updates

   a. Labor and Industries (L&I) Updates – Sherry Baron reported on the most recent inspection for facilities services. No violations are expected but she is still waiting on the final confirmation in the mail. At this point in time, there are no active L&I inspections. However, some inspections are still being appealed.

   b. CSHEMA Conference – Katia Harb reported on a recent conference she attended. The Campus Safety Health and Environmental Management Association (CSHEMA) holds a conference each year where safety departments from universities meet to share information and discuss current safety and health topics. Lab safety was a common theme that many universities are focusing on. Katia mentioned that for the 2015 conference, it may be helpful for UW to report on our health and safety committee structure. Katia then reported that Dave Lundstrom, the Assistant Director for EH&S Environmental Programs, will be retiring next month and his position will be posted soon. On September 22nd there will be two days of lab safety training hosted by EH&S for graduate students working in laboratories. September is National Biosafety Stewardship Month. This month and going forward, NIH funded agencies are encouraged to review their biological inventory, review training and laboratory practices that impact safety, and ensure their research is registered and approved with the Institutional Biosafety Committee (IBC).

7. Outreach Efforts: Leslie introduced Wendy Secrist, the Communications and Outreach Specialist for EH&S. Wendy gave a presentation on the current EH&S communications plan and outreach efforts. This led to a discussion on how the health and safety committees can assist with EH&S outreach efforts to further the goal of enhancing the culture of health and safety at UW. Leslie Anderson proposed that a sub-committee could be formed to support outreach events. This will help educate the UW community about the presence and purpose of the health and safety committees. Sonia Honeydew commented that working on these events could gauge how much knowledge the community has of committees. The discussion then led to opportunities to improve training on campus for students and dorm residents. More training opportunities or a safety orientation on the first day of classes could help. There was recommendation to include this safety training on the class syllabus, which could ensure that the training is completed.

In general, the members were supportive of assisting with outreach efforts. Leslie encouraged the committee members to e-mail her or Emma if anyone was interested in participating in an upcoming outreach events. Wendy reminded the committee that forwarding the EH&S newsletter and encouraging members to sign up for the newsletter would be another way to help. Another idea proposed was to include an article focused on the safety committees in an upcoming
newsletter. The Tacoma and Bothell representatives mentioned that their campuses could benefit from safety outreach efforts as well.

The link to sign up for the EH&S newsletter can be found here: http://www.ehs.washington.edu/news/index.shtm

8. Open Discussion: Ron Fouty reported to the committee that he just received a UW alert regarding a gas main break near Stevens Court. There is currently a large response.

Laura Harrington discussed the new bike lanes that have opened near the Mercer Court dorms. There have been some reported near misses involving bikes in this area. She cautioned the members to be careful. UWPD could be stationed there at the beginning of the quarter. Paul reported that people can rent bikes near campus and with the influx of students there could be a lot more bicycles.

The committee briefly revisited past discussion on bikes in buildings. Nothing has been decided by the committee and members stressed the difficulty of enforcing the policy. The UW in general has the most bike lockers of any campus and is moving towards enclosures for bikes.

9. Meeting Adjournment: Leslie Anderson adjourned the meeting at 2:35 PM.
Workers’ Compensation Claims 2014 Report:
Insurance and Premium Information
Five Year Claims History
What’s New in Workers’ Compensation
University of Washington
Office of Risk Management
Claims Services
Workers' Compensation Program

1

Insurance Information

Who Insures the University?
Who Manages Our Claims?
• Insured through the State of Washington’s Department of Labor and Industries (L&I)
  • NOT self insured
  • NOT commercially insured (prohibited in WA)
• L&I’s Claims Managers manage and pay our workers’ compensation claims with careful oversight and coordination by UW’s Claims Specialists in the Office of Risk Management

2

Why the Significant Increase?
• UW Premium = Payroll Hours x UW Rate
  • Payroll Hours Increasing 2‐3%/Year
  • State‐wide rates went up for this year on average 2.7%, first time in 3 years
  • UW rate went up 11%, driven by increase in the Experience Factor
  • Experience Factor increase driven by unusual strengthening in case reserves on time loss claims

3

What Is Our Premium?
$16,154,593
$17,488,569
$17,080,703
$16,973,088
$19,090,897

4

Payroll Hours
L&I Experience Factor

5

Experience Factors for 2014: Higher Ed

6

Experience Factors for 2014: Other State Agencies

7

Modified/Light Duty
A Winning Strategy For All!

8

Keeping Our Employees At Work
Benefits Everyone
• Longer absence from work increases risk of long term disability
  • 6 months+10% chance
• Research shows that people who return to work following occupational injury are healthier than those who have not returned to work
• Not returning to work may cause physical effects such as deconditioning, psychological effects such as stress and depression, and vocational effects such as loss of confidence and financial loss
• Peer and supervisor support is highest immediately following injury
• Shortens duration of lost productivity

9
L&I's Stay-At-Work Incentive Program

An Added Incentive to Return Injured Workers to Modified/Light Duty

Workers' Compensation Claims 2014 report

10/27/2014

How Does It Work?

- L&I reimburses UW for accommodating medical restrictions:
  - 50% of base wages for up to 66 days actually worked in modified/light duty in a 24 month period, with a cap of $10,000 per claim
  - $2,500 for tools
  - $1,000 for clothing
- Risk Management administers the program and does the work!
- Reimbursement goes directly to the department which provides modified/light duty.

Workers' Compensation Claim Information

Five Calendar Years 2009 – 2013

University – Wide by Departments Generating Highest Time-Loss Dollars

HMC, UWMC, Facilities Services, and Student Life

Claim Frequency: UW-Wide

UW-wide NC claims received

Five Year Frequency by Division

Five Year Severity by Division

Time Loss Days

Time Loss $
Workers’ Compensation Claims 2014 report

Workers’ Comp Forum Meetings

- Quarterly meetings for those who partner with us on Workers’ Compensation on relevant topics
  - Education on medical and disability issues
  - New developments impacting Workers’ Compensation
  - New ideas and initiatives
  - Guest speakers
- Includes HR, Employee Health, Key Departments, Providers, Occupational Health, Risk Management, EHS, L&I, and others – the forum is open!
- Email us to be included on the distribution list for invitations

Claims Fraud

- Partnering with L&I’s Fraud Prevention Program
- Complementing L&I’s fraud investigation work with our own background checks on time loss claims and other claims with red flags
- UW Claims Fraud Brochure
- Website material on Claims Fraud
  - Red Flags to watch for!
  - Partnering with L&I’s Fraud Prevention Program
- Website: http://f2.washington.edu/treasury/riskmgmt/wc

SHIP Grant Return-to-Work Training Module and Research Study

- Safety & Health Investment Projects Grant granted by L&I
- Participation with Environmental Health’s research team led by Dr. June Spector
- Created and implemented a Training Module for the injury/return to work process for supervisors and managers, piloted at Harborview.
- Surveys before and after to determine effectiveness and impact on time loss (ongoing)
- Possible future project for similar module for injured workers

UW Claims Specialization

We have designated Claims Specialists assigned to major divisions who specialize in handling that division’s claims and working with those areas on return-to-work. Please contact any of us to help you at any time.

- Wendy Sorensen: 303-345-7084, wendysorensen@uwmc.edu
- Dave Williams: 303-345-7086, davidw@uwmc.edu
- Linda Ohbuchi: 303-345-7089, lindaohbuchi@uwmc.edu
- Other Claims Specialists: Split into 2 groups:
  - Division of Student Life: 303-345-7083
  - Division of Student Services:
- Contact: claims@uw.edu

Workers’ Compensation Fraud: Spotting the Red Flags While It’s Too Late
- Injured workers fraud is an activity that’s both illegal and easy to commit.
- Red flags:
  - New ideas and initiatives
  - Education on medical and disability issues
  - Website material on Claims Fraud
  - Red Flags to watch for!

What’s New In Workers’ Compensation
## Summary of WA State Department of Labor & Industries (L&I) Activities

<table>
<thead>
<tr>
<th>Topic</th>
<th>Department</th>
<th>Status</th>
<th>Date Initiated/Reason for Activity</th>
<th>Comments</th>
<th>Conclusions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Inspection Ladder Safety</td>
<td>Facilities Services</td>
<td>Closed</td>
<td>July 29, 2014 Hospitalization</td>
<td>Inspection: No violations</td>
<td></td>
</tr>
<tr>
<td>Phone/fax Security</td>
<td>UWMC-Headache clinic</td>
<td>Closed</td>
<td>June 4, 2014 Reported Concern</td>
<td>Concerns about protocols on handling aggressive patients.</td>
<td>Response accepted as satisfactory by L&amp;I on July 18, 2014.</td>
</tr>
<tr>
<td>Industrial Hygiene (IH) Inspection</td>
<td>Drama-scene shop</td>
<td>Closed</td>
<td>May 15, 2014 Referral from L&amp;I safety inspector</td>
<td>Safety inspector referred items about blood borne pathogens, chemical use and other health items for review.</td>
<td>Inspection: no violations.</td>
</tr>
<tr>
<td>Health issues</td>
<td>Facilities Services-Plant Services</td>
<td>Closed</td>
<td>April 28, 2014 Reported Concern</td>
<td>Concerns about ergo issues related to activities involving low shelves.</td>
<td>Response accepted as satisfactory by L&amp;I on May 29, 2014.</td>
</tr>
<tr>
<td>Phone/fax Materials Handling</td>
<td>Facilities Services-Plant Services</td>
<td>Closed</td>
<td>April 3, 2014 Reported Concern</td>
<td>Concerns about stacking of heavy cases of paper towels.</td>
<td>Response accepted as satisfactory by L&amp;I on May 7, 2014.</td>
</tr>
<tr>
<td>Phone/fax Materials Handling</td>
<td>Facilities Services-Plant Services</td>
<td>Closed</td>
<td>April 3, 2014 Reported Concern</td>
<td>Concerns about low hanging pipes and narrow aisle ways.</td>
<td>Response accepted as satisfactory by L&amp;I on May 7, 2014.</td>
</tr>
<tr>
<td>Phone/fax Physical environment</td>
<td>Facilities Services-HSB-D wing</td>
<td>Closed</td>
<td>April 3, 2014 Reported Concern</td>
<td>Employee was using a table saw to make a cut where a guard could not be used.</td>
<td>6 violations: (RS)- proper energy control procedures such as lock out tag out procedures (LO/TO) not used when changing out saw blades, (S), no written LO/TO program, (S) - not using jig or other protection from table saw blade, (G)- electrical breaker box not clearly marked, (G)- electrical wiring enclosures not fully closed or covered, (G) – not documenting LO/TO training</td>
</tr>
<tr>
<td>Safety Inspection Machine Safety</td>
<td>Drama-scene shop</td>
<td>Closed</td>
<td>April 3, 2014 Injury requiring hospitalization</td>
<td>Evaluation of the painting and floor finishing activities impacting staff and patients in the ED</td>
<td>Response accepted as satisfactory by L&amp;I on April 1, 2014.</td>
</tr>
<tr>
<td>Phone/fax Chemical use concern</td>
<td>Emergency Dept. UWMC</td>
<td>Closed</td>
<td>02/28/2014 Reported Concern</td>
<td>Evaluation of the painting and floor finishing activities impacting staff and patients in the ED</td>
<td>Response accepted as satisfactory by L&amp;I on April 1, 2014.</td>
</tr>
<tr>
<td>Safety Inspection</td>
<td>Wood and metal shop</td>
<td>Pack Forest - Center for Sustainable Forestry</td>
<td>Closed</td>
<td>11/18/2013 Scheduled inspection</td>
<td>Comprehensive inspection</td>
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<tr>
<td>Safety Inspection</td>
<td>Worker seen on roof</td>
<td>UW-Tacoma</td>
<td>Closed</td>
<td>10/18/2013 “Drive-by”</td>
<td>Partial inspection related to the activity seen that day.</td>
</tr>
<tr>
<td>IH Inspection</td>
<td>General allegations about several issues in clinic</td>
<td>School of Dentistry-Center for pediatric Dentistry</td>
<td>Closed</td>
<td>08/29/2013 Reported Concern</td>
<td>Investigation into written safety programs, training and use of anesthesia in the dental clinic at Sand Point.</td>
</tr>
<tr>
<td>Safety Inspection</td>
<td>Use of Pallet Jacks</td>
<td>HMC Nutritional Dept</td>
<td>Closed</td>
<td>08/26/2013 Reported Concern</td>
<td>Investigation on transfer of kitchen dry products into storage location.</td>
</tr>
<tr>
<td>Phone/fax Walking</td>
<td>Surface/Steps</td>
<td>UWMC Operations and Maintenance</td>
<td>Closed</td>
<td>06/24/2013 Reported Concern</td>
<td>Investigation about safety of a step down in a mechanical space.</td>
</tr>
<tr>
<td>Phone/fax Security</td>
<td>Screening</td>
<td>HMC Psychiatric Emergency Services</td>
<td>Closed</td>
<td>04/30/2013 Reported Concern</td>
<td>Allegations were made surrounding the use of a metal detector.</td>
</tr>
<tr>
<td>Safety Inspection</td>
<td>Fall Protection</td>
<td>Chemical Engineering</td>
<td>Closed</td>
<td>02/05/2013 Reported Concern</td>
<td>Investigation of student laboratory stairwell and elevated work platform.</td>
</tr>
<tr>
<td>Safety Inspection</td>
<td>Physical Safety</td>
<td>Jackson School of International Studies</td>
<td>Closed</td>
<td>01/04/2013 Reported concern</td>
<td>Investigation of egress from 5th floor of Thompson Hall.</td>
</tr>
<tr>
<td>IH Inspection</td>
<td>Lab Safety</td>
<td>Mechanical Engineering</td>
<td>Closed</td>
<td>10/22/2012 Reported concern</td>
<td>Investigation of chemical storage and labeling.</td>
</tr>
<tr>
<td>Phone/fax Indoor Air Quality</td>
<td>(IAQ)</td>
<td>UWMC Laboratory Medicine</td>
<td>Closed</td>
<td>9/28/2012 Reported Concern</td>
<td>In this case, IAQ issues began the end of July and EH&amp;S and UWMC Operations and</td>
</tr>
<tr>
<td>Type of Inspection</td>
<td>Responsible Party</td>
<td>Status</td>
<td>Date of Concern</td>
<td>Details</td>
<td>Inspection</td>
</tr>
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</tr>
<tr>
<td>Safety Inspection Physical Safety</td>
<td>HMC Public Safety</td>
<td>Closed</td>
<td>9/19/2012 Reported concern</td>
<td>Investigation of staffing levels, supervision, and written policies. Inspection: No Violations.</td>
<td></td>
</tr>
<tr>
<td>IH Inspection Potentially Infectious Materials</td>
<td>HMC Patient Access Services</td>
<td>Closed</td>
<td>9/12/2012 Reported concern</td>
<td>An investigation of whether or not the employer-provided jacket or vest has a reasonably anticipated potential to be exposed to human blood/potentially infectious materials when employees talk to patients in patient rooms about medical billing or when registering patients to the ER or hospital. Inspection: 2 violations classified as &quot;general&quot; were proposed.</td>
<td></td>
</tr>
<tr>
<td>IH Inspection Formaldehyde Safety</td>
<td>UWMC Pathology</td>
<td>Closed</td>
<td>8/21/2012 Media Coverage of Formalin Spill</td>
<td>Investigation of formalin safety, spill procedures and training. Inspection: 2 violations cited: one for ineffective training and the other for not wearing proper PPE while cleaning up the spill.</td>
<td></td>
</tr>
<tr>
<td>Safety Inspection Electrical Safety</td>
<td>Facilities Services</td>
<td>Closed</td>
<td>8/17/2012 Electrical injury requiring medical care</td>
<td>Employee is recovering. Inspection: 2 codes cited as 1 &quot;grouped&quot; violation: one of the codes relates to not using a hazardous energy control such as lock-out/tag-out and the other code cited was for not wearing gloves.</td>
<td></td>
</tr>
<tr>
<td>Safety Inspection Electrical Safety</td>
<td>UWMC Operations and Maint.</td>
<td>Closed</td>
<td>7/9/2012 Reported concern</td>
<td>Inspection includes evaluation of risk assessment, personal protective equipment, training. Inspection: 2 violations proposed: one is related to maintenance of electrical equipment and one is</td>
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and servicing of electrical circuit breakers. indicating there may have been electrical work performed by an unauthorized person. Letter of appeal filed 1/28/2013

<table>
<thead>
<tr>
<th>L&amp;I Activities: On-site Inspections</th>
<th>Documents Requested for On-site Inspections:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Opening Conference</td>
<td>1. Departmental Accident Prevention Programs</td>
</tr>
<tr>
<td>2. Employee Interviews</td>
<td>2. OSHA 300 Logs</td>
</tr>
<tr>
<td>3. Visual Inspection of applicable work areas</td>
<td>3. Employer Disciplinary Policy for Employees who don’t follow safety policies.</td>
</tr>
<tr>
<td>L&amp;I Activities: Phone/fax</td>
<td>5. Safety Committee Meeting Minutes</td>
</tr>
<tr>
<td>1. Verbal and written communication of allegations EH&amp;S liaison with L&amp;I.</td>
<td>6. Relevant Written Health and Safety Programs (e.g. Blood borne Pathogen Exposure Plan)</td>
</tr>
<tr>
<td>2. UW evaluates allegations, investigates internally, and submits a written response to L&amp;I.</td>
<td>7. Personal Protective Equipment (PPE) Hazard Assessment</td>
</tr>
</tbody>
</table>