

Draft Agenda – March 30, 2015
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, DO

Bill Kuykendall, ME
Sheila Prusa, ISE
Fiona Spencer, AA
Karen Wetterhahn, MSE
Sean Yeung, CEE
John Young, EE
Norbert Berger, BioE

2. Absent

3. Previous Meeting Minutes

- February 2015

4. Department Incident Reports (from past)

- AA – Ears/bang (f/u w/Carl)
- ME (January) – split thumb (f/u on SOP)

5. Department Incident Reports (current)

- February:
 - DO – cut wrist attempting to open window at Anderson
 - ME – mercury spill and discovered previous exposure
 - CE – fire in glove box
 - CSE – raccoon scratch

6. UW Wide meeting

- February

7. Department update

- Discussion to improve Pls management of proper training and documentation for their personnel

Draft Meeting Minutes

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

Meeting Date: February 23, 2015

1. Attended

Karen Wetterhahn, MSE
Sonia Honeydew, BioE
Sheila Prusa, ISE
Emma Alder, EH&S
Bill Kuykendall, ME
J. Sean Yeung, CEE

Cassie Atkinson-Edwards, HCDE
John Young, EE
Chris Adams, MoIES
Arne Biermans, ChemE
Fiona Spencer, AA
Michael Glidden, DO

2. Absent

Tracy Erbeck, CSE

3. Previous Meeting Minutes

- January 2015 – approved
 - EE re: getting training communications out to all depts, it's the communication back to the dept between accidents and OARS reports that's a challenge

4. Incident Reports

- Past:
 - EE – fainting at MFF (illness)
 - EE – Electric shock (John will discuss at next meeting)
 - AA – Ears/bang (follow up with Carl)
 - BIOE – Watery eyes
- Current:
 - ME – split thumb (follow up on SOP)
 - CSE – mouse
 - CEE – needle stick thumb

5. UW Wide meeting

- January

6. Department Updates

- Discussion to improve PIs management of proper training and documentation for their personnel
 - MoIES creating web-based PI To Do list for onboarding
 - PI Guide
 - EH&S Training matrix
 - New PIs: Pology in ME 8-10 Grad/UG), Caruthers in ChemE (10-12 Grad), Deforest (4-5 PD)
 - Seasoned PIs with good protocols/training – mentors? Inquire how track training?: Pun (BioE), Thomas (BioE)
- CEE: N/A
- MoIES: N/A

Draft Meeting Minutes

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

- ME: N/A
- ChemE: Incident discussion next time
- MSE: Fire alarm Wilcox CEE/Pull – FOMS reports (Thurs/Fri)
- AA: Water tunnel electrical metering

Accident Summary Report

HSC 9

2/1/2015 to 2/28/2015

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2015-02-043	DEAN ENGINEERING	STUDY SKILLS INSTRUCTOR	2/12/2015	Just as the students were coming into my class in Anderson 008, [REDACTED] was getting settled for class and went to open a window in the room. In trying to get the window to open, he put his hand through the glass pane, breaking the window and cutting himself on his right wrist. Another student got a paper towel from the bathroom as I got a bandaid from my purse. We put the bandage on and I sent him, in the company of another classmate (Aman Michael) to Hall Health to have it checked out. I saw [REDACTED] immediately after my class at approx. 1:40pm in Loew Hall and he said that it was fine and that Hall Health had put a simple bandage on it.	Either the windows need to open easily or they should be marked as "unopenable" or "sealed shut - do not try to open".
2015-02-052	MECHANICAL ENGINEERING	ASSISTANT PROFESSOR	12/23/2014	Mercury manometer set aside for chemical collection associated with clean out of Room 207 was laid flat (by unknown person) which allowed a substantial amount of mercury to leak out into Room 213, with a small amount passing over the edge of the mezzanine into Room 105. Subsequent mercury sweep by EH&S (Peter Lang) determined that Room 207 had been previously contaminated, likely by the presence of the manometer in a largely-sealed space for a period of nearly 30 years.	Better institutional support and procedures for cleaning up labs/offices that have been abandoned in place by former occupants (including EH&S sweeps). Abandonment in place is unfortunately common in older buildings, though this set of rooms represent a relatively extreme example of the problem.
2015-02-054	CHEMICAL ENGINEERING	RESEARCH ASSISTANT	2/17/2015	The fire was caused by lithium metal in the glove box.	The student and the advisor have discussed the root cause of the incident and have proceeded to replace the nitrogen atmosphere with an argon atmosphere (inert to lithium) inside the glove box for any future work. We have also discussed new safety procedures including having mineral oil and graphite powder inside the glove box to rapidly quench any unexpected Lithium reaction early on and to quench any fire. We will also buy the lithium battery anodes in smaller packages to minimize the overall potential risk when working with them inside the glove box.

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2015-02-088	COMPUTER SCIENCE & ENG	STUDENT ASSISTANT	2/25/2015	<p>"I was sitting on a bench outside this building talking on the phone. (I had no food with me and hadn't recently eaten either.) I saw a raccoon in the bushes and just ignored it. A few minutes later it had crawled under the bench where I was sitting and then swiped at my leg. It scratched the back of my leg and drew blood, but the scratch was very minor. I jumped up and walked away, and when I looked back it wasn't there anymore. I immediately called the UWPD to report it just in case.</p> <p>Obviously, the cause was the raccoon. I don't really know how you could fix this, except maybe consider removing some of the raccoons if too many people have "encounters" with them. It could have been that the raccoon was just curious about what my leg was and took a swipe at it, in which case it was not really trying to harm me. But who can tell?"</p> <p>Narrative sent via e-mail on 1/29/2015.</p>	See attached e-mail.



University of Washington Accident / Incident Report

Report Number: 2015-02-043

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: SPENCER	First Name: LYNNE
Phone: +1 206 221-5727	Email: lspencer@u.washington.edu
Occupation/Position: STUDY SKILLS INSTRUCTOR	Department: DEAN ENGINEERING
Date Reported (yyyy/mm/dd): 2015/02/12	Time of Reporting: 01:46 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email:
Occupation/Position:	Department: Undergraduate Student

Incident Details

Date of Incident (yyyy/mm/dd): 2015/02/12	Time of Incident: 12:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: ANDERSON HALL	
Room: AND 008	Other:	

Incident Details:

Just as the students were coming into my class in Anderson 008, [REDACTED] was getting settled for class and went to open a window in the room. In trying to get the window to open, he put his hand through the glass pane, breaking the window and cutting himself on his right wrist. Another student got a paper towel from the bathroom as I got a bandaid from my purse. We put the bandage on and I sent him, in the company of another classmate (Aman Michael) to Hall Health to have it checked out. I saw [REDACTED] immediately after my class at approx. 1:40pm in Loew Hall and he said that it was fine and that Hall Health had put a simple bandage on it.

Attachment: No

Supervisor

Last Name: SPENCER	First Name: LYNNE
Phone: +1 206 221-5727	Email: lspencer@u.washington.edu
Occupation/Position: STUDY SKILLS INSTRUCTOR	Department: DEAN ENGINEERING

Classification

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

Type of Incident

Nature of Injury: Open Wound : Laceration, Puncture, Scratch,
Body Parts Affected: Hands/Wrists,
What caused the harm: Contact with Objects,

Possible Causes

Equipment: Defective Tools/Equipment, Other,
Environment:
Policies / Procedures: Appropriate Procedures Non-existent,
Human Factors:

Suggested corrective action by the affected party

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.)
The windows in the room appear to be able to open but in reality are very stiff and hard to open. There is no signage indicating that the windows must remain closed.

Recommendations/Preventive Measures:
Either the windows need to open easily or they should be marked as "unopenable" or "sealed shut - do not try to open".

Corrective Actions Target Date (yyyy/mm/dd): 2015/02/12	Corrective Actions Complete Date (yyyy/mm/dd): 2015/03/01
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Other Comments:
I am a course instructor and uncertain who is responsible for the corrective actions. I'm assuming this is a facilities issue.

EHS Review

Last Name:	First Name:	Phone Number:	Email:
Occupation/Position:		Department:	
Comments:			



University of Washington Accident / Incident Report

Report Number: 2015-02-052

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: ASSISTANT PROFESSOR	Department: MECHANICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2014/12/23	Time of Reporting: 08:00 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: ASSISTANT PROFESSOR	Department: MECHANICAL ENGINEERING

Incident Details

Date of Incident (yyyy/mm/dd): 2014/12/23	Time of Incident: 2:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: HARRIS HYDRAULICS	
Room: 213	Other:	

Incident Details:

Mercury manometer set aside for chemical collection associated with clean out of Room 207 was laid flat (by unknown person) which allowed a substantial amount of mercury to leak out into Room 213, with a small amount passing over the edge of the mezzanine into Room 105.

Subsequent mercury sweep by EH&S (Peter Lang) determined that Room 207 had been previously contaminated, likely by the presence of the manometer in a largely-sealed space for a period of nearly 30 years.

Attachment: No

Supervisor

Last Name: POLAGYE	First Name: BRIAN
Phone: +1 206 543-7544	Email: bpolagye@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: MECHANICAL ENGINEERING

Classification

Level 1:
Incidents with no body injuries,

Type of Incident

Nature of Injury: None,

Body Parts Affected: None,

What caused the harm: None,

Possible Causes

Equipment: Using Equipment Improperly,

Environment: Chemicals, Poor Housekeeping,

Policies / Procedures: Appropriate Procedures Non-existent,

Human Factors:

Suggested corrective action by the affected party

Tape off outlet or otherwise secure vessels containing mercury prior to chemical collection (manometer was not in a room accessible to general public).

Prior to cleaning out old lab spaces that have been abandoned in place, EH&S should sweep for mercury contamination if there is any significant chance that such contamination may exist (e.g., age of space, presence of mercury containing thermometers or manometers).

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.)

Manometer had been abandoned in place and was removed from Room 207 as part of a general clean-up of this area of Harris Hydraulics. This area of Harris Hydraulics has been under-utilized for the past 30 years and personnel involved in clean-out (PI and graduate students), naively, did not expect mercury contamination.

Recommendations/Preventive Measures:

Better institutional support and procedures for cleaning up labs/offices that have been abandoned in place by former occupants (including EH&S sweeps). Abandonment in place is unfortunately common in older buildings, though this set of rooms represent a relatively extreme example of the problem.

Corrective Actions Target Date (yyyy/mm/dd):
2015/01/07

Corrective Actions Complete Date (yyyy/mm/dd):
2015/02/19

Other Comments:

Manometer being collected from space. Clean-up of Room 207, Room 213, and former contents of Room 207 completed by contractor (NRC).

EHS Review

Last Name:	First Name:	Phone Number:	Email:
Occupation/Position:	Department:		
Comments:			



University of Washington Accident / Incident Report

Report Number: 2015-02-054

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT	Department: CHEMICAL ENGINEERING
Date Reported(yyyy/mm/dd): 2015/02/17	Time of Reporting: 08:38 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT	Department: CHEMICAL ENGINEERING

Incident Details

Date of Incident(yyyy/mm/dd): 2015/02/16	Time of Incident: 10:00 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BENSON HALL	
Room: B13	Other:	

Incident Details:
The fire was caused by lithium metal in the glove box.
 Attachment: Yes

Supervisor

Last Name: POZZO	First Name: LILO
Phone: +1 206 685-8536	Email: dpozzo@u.washington.edu
Occupation/Position: ASSOCIATE PROFESSOR	Department: CHEMICAL ENGINEERING

Classification

Level 1:
 Incidents with no body injuries,

Type of Incident

Nature of Injury: None,
 Body Parts Affected: None,
 What caused the harm: None,

Possible Causes

Equipment: Improper Equipment,
 Environment: Chemicals,
 Policies / Procedures: Inadequate Planning / Preparation,
 Human Factors:

Suggested corrective action by the affected party

Use argon as an inert gas for glove box.

Supervisor's Comments

Root Causes:

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

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

Student was performing a battery assembly procedure that he had performed before in other laboratories many times. However, he did not realize the potential reactivity of Li metal towards the nitrogen (usually an inert gas) atmosphere inside the glove box. Lithium forms lithium nitrate when exposed to nitrogen gas. He had previously been performing the same procedure in a glove box filled with Argon. The lithium metal reacted with nitrogen in an exothermic reaction that led to melting of a plastic container and the formation of smoke inside the glove box. The student performed standard laboratory safety procedures effectively informing 911 right away leading to the evacuation of the building and informing the authorities. The lithium material was confined to an enclosed metal glove box (as it should be) preventing any serious harm to people or equipment.

Recommendations/Preventive Measures:

The student and the advisor have discussed the root cause of the incident and have proceeded to replace the nitrogen atmosphere with an argon atmosphere (inert to lithium) inside the glove box for any future work. We have also discussed new safety procedures including having mineral oil and graphite powder inside the glove box to rapidly quench any unexpected Lithium reaction early on and to quench any fire. We will also buy the lithium battery anodes in smaller packages to minimize the overall potential risk when working with them inside the glove box.

Corrective Actions Target Date (yyyy/mm/dd):
2015/02/27

Corrective Actions Complete Date (yyyy/mm/dd):
2015/03/06

Other Comments:

The student and I have developed the corrective action plan to prevent this type of incident from occurring again. We have also discussed the importance of carefully studying all possible reactions when working with new materials. Lithium is widely known to be reactive to water and oxygen and the student was working appropriately to prevent these by carefully monitoring oxygen and moisture levels inside the glove box (both were 1 ppm or less). However, he was not aware of the risk associated with nitrogen reactions.

EHS Review

Last Name:	First Name:	Phone Number:	Email:
Occupation/Position:	Department:		
Comments:			



University of Washington Accident / Incident Report

Report Number: 2015-02-088

Contact EH&S at 206-543-7262

Person Reporting Incident		
Last Name: ALDER	First Name: EMMA	
Phone: +1 206 221-2852	Email: ealder@uw.edu	
Occupation/Position: HEALTH AND SAFETY PROGRAMS SPECIALIST	Department: ENV HEALTH & SAFETY	
Date Reported (yyyy/mm/dd): 2015/02/25	Time of Reporting: 11:33 AM	
Person Involved or Affected		
Last Name: [REDACTED]	First Name: [REDACTED]	
Phone:	Email: injury@u.washington.edu	
Occupation/Position: STUDENT ASSISTANT	Department: COMPUTER SCIENCE & ENG	
Incident Details		
Date of Incident (yyyy/mm/dd): 2015/01/21	Time of Incident: 6:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: WINKENWERDER ANX	
Room:	Other:	
<p>Incident Details:</p> <p>"I was sitting on a bench outside this building talking on the phone. (I had no food with me and hadn't recently eaten either.) I saw a raccoon in the bushes and just ignored it. A few minutes later it had crawled under the bench where I was sitting and then swiped at my leg. It scratched the back of my leg and drew blood, but the scratch was very minor. I jumped up and walked away, and when I looked back it wasn't there anymore. I immediately called the UWPD to report it just in case.</p> <p>Obviously, the cause was the raccoon. I don't really know how you could fix this, except maybe consider removing some of the raccoons if too many people have "encounters" with them. It could have been that the raccoon was just curious about what my leg was and took a swipe at it, in which case it was not really trying to harm me. But who can tell?"</p> <p>Narrative sent via e-mail on 1/29/2015.</p> <p>Attachment: Yes</p>		
Supervisor		
Last Name: unknown	First Name: unknown	
Phone: unknown	Email: unknown	
Occupation/Position: unknown	Department: unknown	
Classification		
<p>Level 1: Injuries requiring medical treatment (go to Level 3 if in-patient hospitalization is required),</p>		
Type of Incident		
Nature of Injury: Open Wound : Laceration, Puncture, Scratch,		
Body Parts Affected: Legs,		
What caused the harm: Bites / Scratches / Kicks,		
Possible Causes		
Equipment: Other,		

Environment: Animal Action,			
Policies / Procedures: Other,			
Human Factors: Other,			
Suggested corrective action by the affected party			
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.) See attached e-mail.			
Recommendations/Preventive Measures: See attached e-mail.			
Corrective Actions Target Date (yyyy/mm/dd): 2015/01/22		Corrective Actions Complete Date (yyyy/mm/dd): 2015/01/22	
Other Comments:			
EHS Review			
Last Name: ALDER	First Name: EMMA K	Phone Number: +1 206 221-2852	Email: ealder@uw.edu
Occupation/Position:		Department:	
Comments: Incident was forwarded to Charles Easterberg, Senior Public Health Advisor. See attached e-mail. - Emma Alder 2/25/2015.			

Emma Alder

From: Katia Harb
Sent: Thursday, January 22, 2015 10:05 AM
To: Emma Alder
Subject: FW: Raccoon Attack

Emma- Can you follow up with Charles to get the contact info for this student to help her complete an OARS?

From: Charles Easterberg
Sent: Thursday, January 22, 2015 9:59 AM
To: Eric Hausman; Sheryl Schwartz
Cc: Katia Harb
Subject: RE: Raccoon Attack

Hi Eric. I consider it resolved as she got the aid she needed and the wildlife people will be out here tomorrow if not today to assess the problem. The one change I recommend (besides the OARS issue) is that I think a few raccoon-specific "Do not feed" signs should be created and deployed in this area for a while. Then, we can remove them and save them for the next incident area. It would take some front-end funding to get them designed and made, however.

Charles

Charles Easterberg, Senior Public Health Advisor

Campus Preventive Health
Hall Health Center 440
University of Washington 354400
Seattle, WA 98195-4400
E-mail: easterbg@uw.edu
Phone : 206-543-7209
Fax: 206-616-3360

From: Eric Hausman
Sent: Thursday, January 22, 2015 9:32 AM
To: Charles Easterberg; Sheryl Schwartz
Cc: Katia Harb
Subject: RE: Raccoon Attack

Charles, (cc Katia)

Is there any need, in your opinion, to report this further up the chain, or is the issue dealt with an resolved (except for the fact that an OARS report should be filed).

Best,
Eric

Eric Hausman
Assistant Director
Planning and Administration
Environmental Health and Safety
Phone: 206.616.3770
Mobile: 206.371.2177

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From: Charles Easterberg
Sent: Thursday, January 22, 2015 9:30 AM
To: Sheryl Schwartz
Cc: Eric Hausman
Subject: Raccoon Attack

Hi Sheryl. A student suffered an unprovoked attack by a raccoon last evening in the Forestry area of campus. She sought help at UWMC UC for some scratches and was not seriously injured, but the person at the reception desk neither knew about our OARS form nor could she find it online even though she had worked there for several years. It appears there is a loop in need of closing in the Urgent Care arena.
Charles

Charles Easterberg, Senior Public Health Advisor

Campus Preventive Health
Hall Health Center 440
University of Washington 354400
Seattle, WA 98195-4400
E-mail: easterbg@uw.edu
Phone : 206-543-7209
Fax: 206-616-3360

My usual work hours are 8-5 Monday through Friday but I may be away from my desk for considerable periods of time. The information is intended for the individual named above. If you are not the intended recipient, any disclosure, copying, distribution or use of the contents of this information is prohibited. Please notify the sender by reply email and then destroy all copies and attachments. See our Notice of Privacy Practices at www.uwmedicine.org.

University-Wide Health and Safety Committee Meeting Agenda

March 11, 2015

1:00 – 2:30 PM

William H. Foege N-130A

Regular Attendees:

- 2015 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

Agenda Items	Persons Responsible	Process	Time
Call to Order	Leslie Anderson, Chair		
Approve February Minutes	Leslie Anderson	Robert's Rules of Order	5 min
OARS and OSHA 300: 2014 Year End Review	Stuart Cordts, EH&S	Presentation	45 min
Organizational Group Reports	Committee Members	Discussion	10 min
Union Reports	Union Representatives	Discussion	5 min
Ex-Officio Reports	Ex-Officio Members	Discussion	5 min
Evacuation Drill Subcommittee Update	Leslie Anderson	Presentation	5 min
April Meeting Update: Tacoma Transportation	Leslie Anderson	Presentation	5 min
EH&S Reports	Sherry Baron: L&I Update Ed Havey: Campus Preventative Health Update	Presentation	10 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

Next Meeting: 4/8/2014 – **Tacoma Campus**

**University-Wide Health and Safety Committee
Meeting Minutes**

February 11, 2015 1:00-2:30 pm
Foege N130A

	Elected Membership		Appointed Membership		Guests
X	Leslie Anderson (1)		Paul Zuchowski (3)	X	Jay Sedivy
X	Ryan Hawkinson (1)	X	Bob Ennes (4)	X	George Donegan
X	Paula Lukaszek (2)		Nadia Khan (4)-alternate	X	Phil Campbell
	Sterling Luke (2)	X	Nicole Sanderson (7)	X	Kris Pennington
	Sara Jones (3)		Michael Glidden (9)		
	John Martin (6)	X	David Zuckerman (10)		
X	Ron Maxell (6)	X	Liz Kindred (12)		
	Paul Miller (6)	X	Rob Hinton (12)		
X	Charlotte Rasmussen (7)				
	Zachary Druce (8)				
X	Stephen Rondeau (8)				
	Sonia Honeydew (9)				
	Roy Farrow (10)				
	Kathy Newell (10)				
X	Rick Gleason (Faculty Senate)				
	Labor Union Representation		Ex Officio Membership		Support
X	Jim Bals WFSE Local 1488		Michelle Doiron Attorneys General Office	X	Jude Van Buren, Director, EH&S
	Joel McCulloch SEIU Local 1199		Tracey Mosier Facilities Services	X	Katia Harb, Asst. Director, EH&S
X	Laura Harrington SEIU 925		Wendy Winslow-Nason Risk Management	X	Sherry Baron, EH&S Technical
	Peter Johnston UAW 4121		Ron Fouty Capital Projects	X	Emma Alder, EH&S Technical
		X	Josh Kavanagh, Transportation Services		
*X= Present at meeting					

Agenda

1. Call to Order

2. Approval of January Minutes
 3. Accident Investigation Training
 4. Organizational Group Reports
 5. Ex-Officio Reports
 6. Transportation Services – Staff Update
 7. Fire Drill Subcommittee Update
 8. EH&S Reports
 9. Meeting Adjournment
-

Recorded: by Emma Alder

1. **Call to Order:** Meeting called to order at 1:05 PM by Leslie Anderson.
2. **Approval of January Minutes:** Leslie requested for a motion to approve the January minutes as written. A motion to approve the minutes as written was put forward and seconded. The minutes were approved as written.
3. **Accident Investigation Training:** Emma Alder, EH&S, presented an accident investigation training. The training provided an overview of the accident investigation process with an emphasis on root cause analysis. She explained the steps to an investigation, tools for root cause analysis, and when to report accidents via the UW Online Accident Reporting System (OARS).
4. **Organizational Group Reports:**
 - a. **Group 1:** Ryan Hawkinson reported that Group 1 met recently and reviewed their respective accident reports. He discussed a couple reports involving a student who experienced a seizure on campus. The group discussed what options are available for employees involved with students who experience seizures. Siri McLean, Emergency Management, will present at the next Group 1 meeting in March.
 - b. **Group 2:** Paula Lukaszek reported that Group 2 has not met since the last U-Wide meeting.
 - c. **Group 3:** Sara Jones reported that Group 3 has not met since the last U-Wide meeting.
 - d. **Group 4:** Bob Ennes reported that Group 4 reviewed 31 accident reports at their most recent meeting. A common theme in some of the report was a failure to use proper personal protective equipment (PPE). Phil Numoto, an EH&S representative who attends Group 4, will be presenting at the next Group 4 meeting about eye protection options and ideas to help raise awareness in the research community. Many group members are working towards their active shooter preparation and David Girts will be attending an upcoming Group 4 meeting. The group also discussed current construction projects around campus.
 - e. **Group 6:** Ron Maxell reported that Group 6 met in January and reviewed OARS reports and the most recent U-Wide meeting. The group discussed EH&S resources available for conducting fire drills.

- f. **Group 7:** Charlotte Rasmussen reported that Group 7 met yesterday. A vendor discussed a traffic monitoring system for the Bothell campus. The system can display speeds and messages for campus events and closures. The committee members were engaged by the presentation.
- g. **Group 8:** Stephen Rondeau reported that Milt Tremblay, UW Planning and Sustainability, presented on recent construction projects. The committee decided that they would put their “round table” discussion at the beginning of the agenda moving forward so to help ensure there is enough time to cover topics brought forth by members.
- h. **Group 9:** No member present.
- i. **Group 10:** David Zuckerman reported that Group 10 met in January. The group caught up on reviewing their OARS reports and discussed the previous U-Wide meeting topics.
- j. **Group 12:** Rob Hinton reported that Group 12 reviewed their most recent reports. The committee agreed to change their name from “Group 12” to “Group 5.”
- k. **Faculty Senate:** No report.

5. Union Reports

- a. **SEIU Local 1199:** No representative present.
- b. **SEIU Local 925:** Laura Harrington reported that she recently viewed a workplace violence prevention video by LA police department. This led to some ideas to create first aid kits in classrooms that would contain materials for an active shooter situation. For example, a red card could be slid out from under the door to indicate that someone was injured.

Link to

video: https://www.youtube.com/watch?feature=player_embedded&v=AMf8SksLqkk

- c. **UAW 4121:** No representative present.
- d. **WFSE Local 1488:** Jim Bals requested an update on the L&I legionella bacteria investigation in the UWMC cooling towers. Sherry Baron commented that there has not been any recent updates on the investigation. There was a brief discussion on training for UWMC employees.

6. Ex-Officio Reports: No reports.

- 7. **Transportation Services: Staff Update:** Josh Kavanagh introduced Jay Sedivy, the new Safety Specialist within Transportation Services as well as George Donegan, the Fleet Services Manager. Josh wanted the committee to be aware of these resources within Transportation Services. They are currently working on improving the fleet services safety program by identifying gaps in the program and determining the needs of the university. One of their goals is to facilitate the many different modes of transportation on campus, focusing on motor vehicles.

8. EH&S Board Update: Rob Hinton gave an update on the most recent EH&S Board meeting. The group is continuing to discuss the draft of a smoke-free campus policy. They discussed how the policy would work for UW owned buildings versus leased buildings. They are moving forward with the proposal and continuing to make edits where needed. The goal is to present the proposal to the Provost.

9. Fire Drill Subcommittee: Leslie Anderson gave a brief update on the list of members who have volunteered for the subcommittee for improving and assisting with fire drill participation on campus. She asked that any additional volunteers contact her soon as she will be reaching out to determine the meeting times.

10. EH&S Reports

- a. **Radiation Safety Update:** Phil Campbell, Assistant Director of Radiation Safety gave an overview of his office's responsibilities within EH&S. He also gave an overview of the accident investigation involving a magnetic resonance imaging (MRI) machine last year.
- b. **OSHA 300 Summaries:** Emma Alder reminded the committees to post their OSHA 300A Summaries.

11. Meeting Adjournment: Leslie Anderson adjourned the meeting at 2:45 PM.