

Agenda – November 27, 2017
Group 9 Health and Safety Committee (College of Engineering)

1. Attending

Fiona Spencer or Eliot George, AA
Colleen Irvin, BioE
Sean Yeung, CEE
Michael Pomfret, CEI
Kameron Harmon, ChemE
Sonia Honeydew or Michael Glidden,
CoE DO
Tracy Erbeck or Sophie Ostlund, CSE

Karen Liebert or John Young, EE
Angie Haggard, EH&S
Stacia Green, HCDE
Sheila Prusa, ISE
Bill Kuykendall, ME
Chris Adams or Allison Hughes,
MoIES/NanoES
Tatyana Galenko, MSE

2. Guest: UWPD

- Sector Officers and security discussion

3. Previous Meeting Minutes

- October 2017 – approve? Corrections?

4. Department Incident Reports

- ME – palm punctured by drill, required stitches (Oct)
- CSE – hand pinched while maintaining robot arm (Oct)

5. Group Business

- MyChem update status
- Power outage protocols, resources
- Panic button protocols – asked U-wide/UWPD
- New Accident Prevention Plan (APP) template – feedback?
- Evacuation plan (EEOP/FSEP) library – update
- Review EH&S resources (if time) – checklists, protocols, training templates

6. UW-Wide Meeting

- Oct minutes attached.
- Nov agenda attached. Highlight: Health and Safety Governance task force finishing; bring a Group 9 accomplishment to Dec U-wide

7. Department Updates

No December meeting!

Next Meeting January 29th at 3pm, in CSE 128

DRAFT Meeting Minutes

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

Meeting Date: Oct 30, 2017

Attended

Eliot George for Fiona Spencer, AA
J. Sean Yeung, CEE
Michael Pomfret, CEI
Kameron Harmon, ChemE
Sophie Ostlund for Tracy Erbeck, CSE
Sonia Honeydew, DO
Angie Haggard, EH&S

Stacia Green, HCDE
Sheila Prusa, ISE
Bill Kuykendall, ME
Chris Adams, MoIES/NanoES
Allison Hughes, MoIES/NanoES
Tatyana Galenko, MSE

Absent

Colleen Irvin, BioE

Karen Liebert, EE

Previous Meeting Minutes

- September 2017 – draft minutes approved as is

Safety Video

- We watched EH&S' new UW Introductory Health & Safety video at <https://www.ehs.washington.edu/ohshsplans/index.shtm> (6 minutes).

Incident Reports

- D.O. (DoIT) – near miss with unmarked curb @ W-10 (Aug). DoIT and TS met onsite during our last meeting. Shared pictures with Group 9 of delineators TS will install to highlight curb.

Group Business

- Group 9 charter customization (top priority) was completed. It is on the Group 9 drive, and will be shared with our Executive Sponsor, Dean Bragg, for approval. Verify Michael Khbeis of Fluke invited to Group 9, per charter.

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- Group 9 election results: EH&S recommended reopen voting for disenfranchised portion of BioE – update: when that was done, the BioE rep changed back to Colleen. With that, reps for 2018-2019 term will be the same as now, except John Young returning for EE.
- November and January meetings (no Dec mtg): November prefer UWPD as guest over MAPS, BARC, MyChem, or EH&S Fire Safety again. Starting in January, we all agree to go paperless with packets, and view with projector. For 2018-2019 meeting invites, will try Outlook again (more widely used than two years ago).
- OARS rpts – no more summaries from EH&S (side effect of WorkDay). No Sept rpts for Group 9(!) Discarded idea of developing additional messaging on reporting incidents (encouraging people to use OARS).
- UWPD Sector Officers emailed Building Coordinators to introduce local patrol team. We will save our security discussion for November meeting, and try for UWPD sector Sergeant Anthony Stewart as guest. Later noted: he works Wed-Sun.
- Chemical Hygiene Expo 10/27 takeaways – (1) Michael Gaines is Fisher Sci safety rep; (2) shared free stickers from EH&S; (3) Lab Caution signs s/b viewed in MyChem periodically to see if changed and need to reprint; ping EH&S for free sign holders or fixing holders; (4)EH&S Diana Zumba re: Control Areas and Maximum Allowable Quantities, Fire Code Classifications
- Lab Safety Seminar for grad students 9/26 – different format for 2nd year – take classes beforehand online, so seminar short (and more entertaining/interactive)
- Annual Evacuation Drills by EH&S – nearly done so can remove from agenda; Fluke was awaiting construction completion so will proceed shortly, and Wilson Annex awaiting move-in of additional occupants
- Fire Safety Surveys by EH&S – will ramp up now. Frequency depends on building classification – not all are annual.
- EH&S library of evacuation plans – did Diana Zumba get one from Stacia? And More Hall?
- UW Resilience Workgroup should start meeting again now that new BARC Mgr hired Megan Levy (BARC = Business, Academic and Research Continuity). I met with her and suggested “get started with your Husky Ready plan” computer lab sessions for dept Admins or their designees.
- Lab Safety Initiative (LSI) update – should release additional dashboards soon (Executive levels)
- Accident Prevention Plan (APP) update – soft-launched APP template and safety video (we watched); working with HR, Whole U, and Provost for outreach. The Accident Prevention Plan template replaces the lengthier old Health and Safety Plan template for departments.

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

UW-Wide Meeting

- Sep minutes in packet. Update regarding large event SOPs: will create a U-wide task force or committee (event planners and Building Coordinators welcome) to make multi-tiered checklist based on # of attendees, available on Safety Portal. Sophie interested.
- Oct agenda in packet. At Tacoma campus. Highlights:
 - Campus and neighborhood densifying; biggest safety concern is ped safety at intersections on edges of campus
 - Increasing STEM education, like biomedical sciences in new STEM program (new building)
 - Latest underground contamination plume map shows more contamination than expected but this is a potential rather than active hazard. Have proactive "Agreed Order" with Dept of Ecology to study it. Affects how develop campus.

Department Updates

- HCDE – non-physical harassment targeting someone in a night classroom, difficult getting help from UWPD and Safe Campus until Chair elevated it, now have security support. Chris of MoIES mentions that several years ago when a grad student antagonized by tabloid, was told UWPD had a specialist for UW community members being harassed by media... not sure whether this role still exists.
- CEE – put up a \$60 security camera from Amazon at More Hall to deter theft. No issues/barriers re: records retention per UWPD. CSE also has installed a few security cameras, with signs indicating video surveillance, in a secured area and in main office. EH&S and D.O. surprised it was that easy, as Attorney General at UW used to have prohibitive restrictions. Sonia ask Mark Murray or UWPD's Sletten the result of the task force on security camera protocols.
- CEI – question of UWPD/SPD jurisdiction at Bowman Building... both have referred to other.
- CEI -- Need EH&S (Scott Nelson) clarification on evacuation drill protocol for Bowman building.
- MoIES – Allison Hughes will be "occasional proxy". Also curious whether allowed to install a camera without a sign or a sign without a camera.
- ME – student poked drill into palm, working on lathe and pulling part out. Needed a few stitches. Will discuss OARS rpt next month.

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- CSE – regarding cameras, we have a couple seconds of delay after hit “panic button” – at least 30 seconds if using Nest or Home with “green dot” panic button on desktop. This panic button product then indicates when panic call has been addressed and assistance is on its way or has been provided.
- HCDE – advised/warned not to confuse [UW Green Dot Bystander Program](#) training by UW Health & Wellness (for witnesses to prevent power-based violence) with the [“green dot” desktop app](#) that is a panic button. The UW training is several hours, small classes, difficult to get into. Asked for policies/procedures on panic button.
- HCDE – recommends power plant tour! It is a few hours and includes the tunnels. Stacia will share link with Group 9. There is interest in a field trip.
- HCDE – regarding security discussion, someone lived in Sieg for 1.5 yrs
- D.O. – Great Shakeout: heard would use indoor and outdoor alerts, email implied that, but no... just text and email on UW Alert. Disappointed.
- ME – Good practice: at the beginning of every Fall qtr, student teams have a “Space and Safety” meeting so they know what is expected. The group would like Bill to share safety team meeting notes on Google Drive.
- CSE – we rolled out a “student in distress” triage/roadmap, created with input from Student Center and UWPD, regarding how to approach/help/address situations. The group would like Sophie to share this resource on our drive. We may also want to invite Natacha Foo-Kune to be our guest – she gives a 30-minute talk on suicide prevention.

Next Meeting

- Nov 27th at 3pm, in CSE 128



University of Washington Accident / Incident Report

Report Number: 2017-10-072

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: McQuaide	First Name: Eamon
Phone: +1 206 383-0875	Email: eamonm@uw.edu
Occupation/Position: PROGRAM OPERATIONS SPECIALIST	Department: ENG: Mechanical Engineering-Staff
Date Reported (yyyy/mm/dd): 2017/10/19	Time of Reporting: 09:52 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email:
Occupation/Position: Undergraduate Student	Department:
Person was in Paid Position: Yes	

Incident Details

Date of Incident (yyyy/mm/dd): 2017/10/19	Time of Incident: 1:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: ENGINEERING ANNEX	
Room: 116A	Other:	

Incident Details:

[REDACTED] was removing a part from the lathe collet (a work holding device). The part was held tightly in the collet, so **[REDACTED]** decided to pull hard to remove it. When the part released, the stored up energy in his pulling drove his hand back into a drill that was sitting in a tailstock behind him aligned with the part. The drill had not been removed from the work area. The energy drove the stationary drill bit into **[REDACTED]**'s closed hand from the wrist side, and punctured the meaty part of his palm that actuates his thumb. The puncture required 2 stitches to repair.

Attachment: **No**

Supervisor

Last Name: McQuaide	First Name: Eamon
Phone: +1 206 383-0875	Email: eamonm@uw.edu
Occupation/Position: PROGRAM OPERATIONS SPECIALIST	Department: ENG: Mechanical Engineering-Staff

Classification

Level 1:
Injury requiring medical treatment (go to level 3 if in-patient hospitalization or amputation occurred),

Type of Incident

Injury Description: **Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),**

Body Parts Affected: **Hands, Wrists,**

Cause of Injury or Damage: **Overexertion, Overly Forceful Motions,**

Possible Causes

Equipment: **Using Equipment Improperly,**

Environment: **Sharp Objects,**

Policies / Procedures: **Failure to Follow Procedures,**

Human Factors: Rushing,

Suggested corrective action by the affected party

In the future if there is a part that is difficult to remove from the collet, remove the collet with the part installed instead of pulling hard on it.

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.)

██████ was in a hurry to try to get as many parts done as he could in a certain amount of time. He didn't want to unscrew the collet to release the part, or clear the area of potential hazards because it takes extra time to do so.

Recommendations/Preventive Measures:

██████ could have done three things to prevent this injury:

Move the tailstock back and out of the area to eliminate the possibility of injury.

Remove the tool from the drill chuck to get rid of any possible hazards in the area.

Unscrew the collet and completely release the collet/part assembly to eliminate tension that caused the situation to present itself.

Corrective Actions Target Date (yyyy/mm/dd):
2017/10/20

Corrective Actions Complete Date (yyyy/mm/dd):
2017/10/20

Other Comments:

EHS Review

Last Name: Haggard	First Name: Angelina M	Phone Number: +1 206 616-3442	Email: ahaggard@uw.edu
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Occupation/Position:

Department:

Comments: **forwarded to Denise Bender, 10/25/17 - Angie Haggard**



University of Washington Accident / Incident Report

Report Number: 2017-10-077

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH SCIENTIST	Department: ENG: Computer Science & Eng - Srinivasa
Date Reported(yyyy/mm/dd): 2017/10/24	Time of Reporting: 10:10 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH SCIENTIST	Department: ENG: Computer Science & Eng - Srinivasa

Incident Details

Date of Incident(yyyy/mm/dd): 2017/10/22	Time of Incident: 5:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: ALLEN CENTER FOR	
Room: 014	Other:	

Incident Details:

Performing mechanical maintenance on robot arm. While moving the arm (which was un-powered), a pinching injury occurred. The injury was characterized by a deep indentation with blue color on the top of my right hand. It then began rapidly swelling. Being that the injury occurred in a sensitive place, and it differed enough from past injuries I have received, I believed it warranted urgent attention. Since the health clinics are closed on Sundays and so are most urgent care facilities on Sunday evening, I went to the ER to get it checked. The doctors there deemed it minor and did not suspect any bones were broken based on an assessment of functionality and sensation. They mentioned to follow up with my primary-care provider should any pain persist past a week or so.

Attachment: No

Supervisor

Last Name: Srinivasa	First Name: Siddhartha
Phone: +1 412 973-9615	Email: siddh@uw.edu
Occupation/Position: BOEING ENDOWED PROFESSOR	Department: ENG: Computer Science and Engineering

Classification

Level 1:
Injury requiring first aid,

Type of Incident

Injury Description: Pain, Irritation, Inflammation, Swelling,

Body Parts Affected: Hands, Wrists,

Cause of Injury or Damage: Machinery,

Possible Causes

Equipment: Other,

Environment: Ergonomics Issues,

Policies / Procedures: Inadequate Support, Assistance,

Human Factors: Improper Lifting,

Suggested corrective action by the affected party			
Ensure I have support from another team-member while moving the heavy equipment to allow gripping in a safe location.			
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.) Need to enforce policy regarding handling of robots.			
Recommendations/Preventive Measures: It was clear that the robot had to be moved by two people but we just need to make sure that everyone follows that policy.			
Corrective Actions Target Date (yyyy/mm/dd): 2017/10/24		Corrective Actions Complete Date (yyyy/mm/dd): 2017/10/24	
Other Comments:			
EHS Review			
Last Name: Haggard	First Name: Angelina M	Phone Number: +1 206 616-3442	Email: ahaggard@uw.edu
Occupation/Position:		Department:	
Comments: forwarded to Denise Bender, 10/25/17 - Angie Haggard			

University-Wide (U-Wide) Health and Safety Committee
October 11, 2017 Meeting Minutes
1:00-2:30 pm UW Tacoma

Elected Members (Group)		Appointed Members (Group)		EH&S Staff	
	Leslie Anderson (1) Chair	x	Chad Cook (2)		Jude Van Buren
x	Ryan Hawkinson (1)		Paul Zuchowski (3)	x	Denise Bender
	Sterling Luke (2)	x	Beth Hammermeister (4)	x	Emma Corell
	Carol Harvey (4)		Liz Kindred (5) Vice-Chair	x	Angelina Haggard
	Stephen Lundgren (5)	x	Sonia Honeydew (9)		Robyn Kunsman
x	Maggie Luning (6)		David Zuckerman (10)	x	Douglas Gallucci
	Tamara Leonard (6)				
x	Kelly Carter-Lynn (7)				
x	Alex Volkman (8)				
x	Hannah Wilson (8)			x	Guests Tye Minckler
	Colleen Irvin (9)			x	Mike Wark
x	David Warren (10)			x	David Leonard
x	Rick Gleason (Faculty Senate)			X	Elizabeth Hyun
Labor Union Representation		Ex-Officio Members		Ex-Officio Members	
	Paula Lukaszek, WFSE Local 1488		Michelle Doiron, Attorney General's Office		Chief Vinson, UWPD
	Vacant, SEIU Local 1199		Tracey Mosier, Facilities Services		Jay Sedivy, Transportation Services
	Hannah Barnett, SEIU Local 925		Chris Pennington, Facilities Services		Letty Rogers, Risk Management
	Taylor Stepien, Graduate & Professional Student Senate (GPSS), UAW 4121		Steve Charvat, Emergency Management		
			Eli King, Emergency Management		
			Stacie Smith, Emergency Management		
*x= Present at meeting (13 needed for quorum)					

Agenda

Call to Order & Approval of Meeting Minutes
Welcome and Introductions
Organizational Group Election Updates & Good of the Order
Tacoma Campus Tour
Adjournment

Recorded by Emma Corell and Angie Haggard

- 1. Call to Order:** The meeting was called to order at 1:05 PM.
- 2. Approval of Meeting Minutes:** The committee did not have a quorum and therefore the September meeting minutes were not approved.
- 3. Welcome and Introductions:** David Leonard and Tye Minckler welcomed the U-Wide committee to UW Tacoma. Dave gave an overview of the history of the campus and discussed current and ongoing projects related to health and safety at UW Tacoma.
- 4. Organizational Group Election Updates & Good of the Order:** Each organizational group representative gave an election update to the committee. An HSC-5 representative was not present to give an election update. No other business was discussed.
- 5. Tacoma Campus Tour:** Elizabeth Hyun gave the committee a tour of the Tacoma Paper and Stationary Building. Mike Wark continued the campus tour while providing insights into UW Tacoma as an urban serving campus.
- 6. Adjournment:** The meeting was adjourned at 2:30 PM at the conclusion of the tour.

University-Wide (U-Wide) Health and Safety Committee Meeting Agenda
November 8, 2017
1:00 – 2:30 PM

William H. Foege Bldg. N-130A

Regular Attendees:

- Current U-Wide Health and Safety Committee Members
<http://www.ehs.washington.edu/ohssafcom/index.shtm>
- Environmental Health & Safety (EH&S) Staff:
 Jude Van Buren, Denise Bender, Emma Corell, Angie Haggard, Robyn Kunsman

Agenda Item	Lead	Process	Time
Call to Order	Leslie Anderson	Robert's Rules of Order	
Approval of September & October Meeting Minutes	Leslie Anderson	Robert's Rules of Order	5 min
Health & Safety Governance Task Force Update	Leslie Anderson	Discussion	15 min
December Meeting – Recognition	Angie Haggard, EH&S	Discussion	5 min
Organizational Group Reports* & Election Updates	Committee Members	Discussion	25 min
Union Reports	Union Representatives	Discussion	10 min
Ex-Officio Reports	Ex-Officio Members	Discussion	10 min
EH&S Updates	Emma Corell – L&I Update Elections	Discussion	10 min
Good of the Order	Committee Members	Discussion	10 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

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

Please send ideas for agenda items to Leslie Anderson at least 2 weeks prior to our meetings.