

Agenda – January 28, 2020
Group 9 (College of Engineering) Health and Safety Committee

1. Attending

Michael Domar, AA	Erin McKeown, EH&S
Colleen Irvin, BioE	Stacia Green, HCDE
Sean Yeung, CEE	Sheila Prusa, ISE
Michael Pomfret, CEI	Svenja Fleischer, ME
Carter Beamish for K. Harmon, ChemE	John Young, MoIES/NanoES
S. Honeydew or M. Glidden, CoE DO	Tatyana Galenko, MSE
Alex Lefort or Adrian dela Cruz, CSE	N. Shane Patrick, WNF
Bill Lynes, ECE	

2. Previous Meeting Minutes

- Dec 2019 – approve? Corrections/additions?
- Previous meeting minutes are posted at <https://www.engr.washington.edu/mycoe/safety#>

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

- BioE @ HSB – sterile needle prick (Nov)
- CEE @ Ben Hall – needle prick from autoclaved waste (Nov)
- ChemE @ Benson – rat bit finger (Nov)

4. Group Business

- welcome to 2020-2021 H&S Committee term; introductions
- review H&S Committee training
- elect a Chair and Vice Chair
- elect U-wide reps
- EH&S recommends a proxy for each rep; officially advise EH&S of names
- approve update of Group 9 charter for submission to Dean

5. UW-Wide Meeting

- December minutes attached
- January meeting cancelled; next meeting February

6. Member Updates

Next Meeting: February 25th at 2pm, in Loew 355

DRAFT Meeting Minutes

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

Meeting Date: December 30, 2019

Attended

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

Jane Skau for Stacia Green, HCDE
Svenja Fleischer for Bill Kuykendall, ME
Madison Weaver for John Young,
MoES/NanoES
Tatyana Galenko, MSE

Absent

Colleen Irvin, BioE
Bill Lynes for John Young, ECE

Sheila Prusa, ISE
Darick Baker, WNF

Previous Meeting Minutes

- November 2019 – draft approved.
- Previous meeting minutes are at: <https://www.engr.washington.edu/mycoe/safety#>

Incident Reports

- BioE @ HSB – sterile needle prick (Nov). BioE rep absent; save to discuss at January meeting.
- CEE @ Ben Hall – needle prick from autoclaved waste (Nov). Still gathering information; save to discuss at January meeting.
- ChemE @ Benson – rat bit finger (Nov). Still gathering information; save to discuss at January meeting.

DRAFT Meeting Minutes

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

Group Business

- Group 9 charter update – approved Alex and Angie’s suggestions. Angie pulling examples of Executive Sponsor responsibilities. Finish charter in January and submit to Dean. Clarification on need for a physical bulletin board for safety posts in area accessed by employees, not public... each department should already have a location where state L&I posters are posted; that’s a good location for Group 9 info.
- CoE building annual evacuations drills – complete!
- Group 9’s 2018-2019 accomplishments (listed below). What ideas do we have for improvements to our function or projects for 2020-2021? Wilcox/Wilson Ceramics Lab does not have an FSEP; assistance in 2020 appreciated (& ask Diego whether strictly 1 FSEP/bldg now). Feel free to email Sonia additional suggestions before January meeting. 2018-2019 accomplishments:
 - Per requirements, we performed our annual review of the UW Accident Prevention Plan and our Group 9 charter, and we reviewed EH&S’ annual report to our Executive Sponsor, tracking OARS trends.
 - Per requirements, we reviewed all OARS reports. Per EH&S recommendation, we started applying the “Five Why’s” to one report each month, and completing EH&S’ new Slip/Trip/Fall form.
 - We stepped up to school-year evacuation drill scheduling. We tracked our annual building evacuation drill status and reminded members to complete Fire Safety and Evacuation Plans.
 - We followed the output of UWPD’s Building Safety Task Force and Facilities’ Building Coordinators Guiding Coalition. We forwarded Facilities’ reminder that only Facilities should do facilities work. We shared information about UWPD’s CPTED security assessments, and the local availability of CERT training.
 - We distributed MyChem lists to each department showing which labs had not updated MyChem in the last year (a compliance reminder).
 - We reviewed the protocol for L&I or Dept of Ecology surprise visits.
 - We brought in guest speakers who were content experts from MAPS, Transportation Services, UWPD (a community engagement officer on de-escalation techniques), UWEM (regarding business continuity planning), the CORAL equipment access management system, and various EH&S reps regarding lab safety in shared spaces, fire safety, chemical spill safety, occupational H&S, and the new OARS dashboard. We reviewed Bystander Intervention Training and the Green Dot program.
 - We compared how each department onboards for safety, an exercise that may prove useful to repeat annually.

DRAFT Meeting Minutes

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

- January meeting – first of new term. Meet 1/27 per old schedule, and decide then on new schedule? AA rep can't attend Mondays so no, Sonia send out Catalyst survey with day/time choices for January. At meeting, vote on Chair, Vice Chair, and U-wide reps, and review H&S Cmte training.
- Angie leaving UW; Erin will attend or try to send someone to Group 9. There may not be a consistent EH&S rep during transition. We are very grateful for Angie's service on Group 9 and will miss her!

UW-Wide Meeting

- Nov minutes in packet.
- Dec agenda in packet.
 - Some H&S Committee group reorganization for 2020-2021 term.
 - Union ex-officio mentioned concerns about elevator accessibility.
 - UWEM ex-officio cautioned that Seattle may have snow event(s) again this January/February.
 - UWPD should have their new Chief this Spring.
 - EH&S' Lab Safety Innovations event will occur every other year. See [article](#) with links to posters and presentations.

Department Updates

- CSE – building(s) locked earlier during break (for security) due to low population

Next Meeting

- January 28th, 2019 at 2pm, in Loew 355. First meeting of the 2020-2021 term!



University of Washington Accident / Incident Report

Report Number: 2019-11-058

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: GRAD: Finance
Date Reported (yyyy/mm/dd): 2019/11/18	Time of Reporting: 04:00 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: GRAD: Finance

Incident Details

Date of Incident (yyyy/mm/dd): 2019/11/15	Time of Incident: 2:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MAG HEALTH SCIENCES	
Room: i357	Other:	

Incident Details:
 I accidentally punctured my thumb with an unused, sterile needle in the human side of the lab.
 Attachment: No

Supervisor

Last Name: Yazdan-Shahmorad	First Name: Azadeh
Phone: +1 206 543-6127	Email: azadehy@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: ENG: Bioengineering

Classification

Level 1:
 Injury requiring first aid,

Type of Incident

Injury Description: Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),
 Body Parts Affected: Fingers,
 Cause of Injury or Damage: Needles, Medical Sharps, Scalpels, etc. (Clinical, Research, Teaching),

Possible Causes

Equipment: Using Equipment Improperly,
 Environment:
 Policies / Procedures:
 Human Factors:

Suggested corrective action by the affected party

[Empty space for suggested corrective action]

Supervisor's Comments

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.)
Inappropriate use of equipment

Recommendations/Preventive Measures:
The student was given instructions to take more precaution handling sharps.

Corrective Actions Target Date (yyyy/mm/dd): 2019/11/15	Corrective Actions Complete Date (yyyy/mm/dd): 2019/11/15
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Other Comments:

EHS Review

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



University of Washington Accident / Incident Report

Report Number: 2019-11-062

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Civil and Environmental Engineering-Stahl Lab
Date Reported (yyyy/mm/dd): 2019/11/19	Time of Reporting: 02:36 PM

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): 2019/11/19	Time of Incident: 2:15 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BEN HALL INT. RSCH	
Room:	Other:	

Incident Details:

[REDACTED] is our [REDACTED] and was autoclaving biosafety waste as per her daily tasks. When removing the waste bag from the autoclave she was pricked by a needle that was improperly disposed of in the bag. She informed me immediately and we treated her small puncture wound on her palm with first aid. The needle had been autoclaved prior to the incident.

Attachment: **No**

Supervisor

Last Name: Stahl	First Name: David
Phone: +1 206 685-8502	Email: dastahl@uw.edu
Occupation/Position: PROFESSOR EMERITUS	Department: ENG: Civil and Environmental Engineering JM Academic

Classification

Level 1:
Injury requiring first aid,

Type of Incident

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

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

Cause of Injury or Damage: **Needles, Medical Sharps, Scalpels, etc. (Clinical, Research, Teaching),**

Possible Causes

Equipment:

Environment: **Sharp Objects,**

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

Human Factors: **Inadequate Training, Failure to Follow Established Protocol/Procedures,**

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.)

Laboratory personnel, waste disposal & safety training

Recommendations/Preventive Measures:

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

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

Other Comments:

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2019-11-086

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Chemical Engineering- Nance Lab JM Student
Date Reported(yyyy/mm/dd): 2019/11/26	Time of Reporting: 07:39 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Chemical Engineering- Nance Lab JM Student

Incident Details

Date of Incident(yyyy/mm/dd): 2019/11/26	Time of Incident: 4:15 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BENSON HALL	
Room: 211	Other:	

Incident Details:

While attempting to hold a rat for euthanasia via anesthetic overdose, I was bitten on the finger by the rat.

Attachment: **No**

Supervisor

Last Name: Nance	First Name: Elizabeth
Phone: +1 206 543-2216	Email: eanance@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: ENG: Chemical Engineering-Faculty

Classification

Level 1:
Injury or Exposure, no first aid required,

Type of Incident

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

Body Parts Affected: **Fingers,**

Cause of Injury or Damage: **Animal (Other than Primates),**

Possible Causes

Equipment:

Environment:

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

Human Factors: **Inattention,**

Suggested corrective action by the affected party

I will be retaking a rat hands-on course for a refresher on proper rat handling techniques for successful intraperitoneal injection.

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.)

Our Sprague dawley rats are often very docile and used to being handled. It is highly unusual for a postnatal 35 rat to even nibble or nip at a handler. We identified that this rat pup might have been experiencing high stress or anxiety, even with our normal handling techniques. This is the first incident of its kind in 5 years of weekly animal work in my lab, and in my opinion is an isolated incident.

Recommendations/Preventive Measures:

However, [REDACTED] will retake the rats hands-on training just to refresh on handling techniques and will relay any updates to all approved animal users in the lab at our next lab safety moment in lab meeting.

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

2019/12/04

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

2019/12/04

Other Comments:

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:

U-WIDE HEALTH AND SAFETY COMMITTEE

December 11, 2019 Meeting Minutes | 1 p.m. - 2:30 p.m. | N-130A

	Elected Members* (HSC Group)		Appointed Members* (HSC Group)		Environmental Health & Safety (EH&S) Staff**
X	Leslie Anderson, Co-Chair (1)		Paul Zuchowski (3)	X	Katia Harb
	Fieta Robinson (1)		Katie Beth (3)	X	Denise Bender
X	Ryan Hawkinson (1) alternate		Beth Hammermeister (4)	X	Erin McKeown
	Sterling Luke (2)	X	Liz Kindred, Co-Chair (5)	X	Angelina Haggard
X	Jeff Mellema (2)	X	Adam Geoffrey (7)		Manisha Konnur
	Carol Harvey (4)	X	David Zuckerman (10)	X	Jenna Gravley
X	Ann Aumann (5)	X	Susan Wagshul-Golden (8)	X	Meli Ahmuda
X	Natassia Stelmaszek (6)				
	Kelly Carter-Lynn (7)				Guests
	David Hirschberg (8)			X	Dave M. Anderson
	Hannah Wilson (8)			X	Lou Cariello
	Kameron Harmon (9)				
X	David Warren (10)				
	Faculty Senate*				
X	Lesley Colby, Dept. of Comparative Medicine				
	Labor Union Representation*		Ex-Officio Members**		Ex-Officio Members**
	Paula Lukaszek, WFSE Local 1488		Tracey Mosier, UW Facilities	X	Felicia Foster, Atty. General's Office
X	Christine Kang, UAW 4121	X	Chris Pennington, UW Facilities	X	Nancy Graves, Atty. General's Office
	Leandro Casigrahi, UAW 4121 Post Docs	X	Rick Gleason, DEOHS	X	Lt. Chris Jaross, UWPD
		X	Steve Charvat, Emergency Management		Vacant, Transportation Services
			Barry Morgan, Emergency Management	X	Ken Nielsen, Risk Claims Services
					Vacant, Capital Planning & Development

X=present at meeting (quorum=12 elected and appointed members)

***voting members **non-voting members**

Agenda

1. **Call to Order and Introductions**
2. **Recognition: Leslie Anderson**
3. **2018-19 Term Recognition**
4. **Approval of Meeting Minutes**
5. **Organizational Group Reports and Election Update**
6. **Union Reports**
7. **Ex-Officio Reports**
8. **EH&S Updates**
9. **Good of the Order**
10. **Adjourn**

Recorded by Angelina Haggard

1. **Call to Order and Introductions**

Leslie Anderson called the meeting to order at 1:06p.m. The Executive Sponsors and their designees introduced themselves: Dave M. Anderson, Executive Director of Health Sciences Administration and HSC 4 Executive Sponsor; Lou Cariello, Vice President for UW Facilities and HSC 2 Executive Sponsor; Susan Wagshul-Golden, Director of Campus Safety, HSC 8 UW Tacoma.

2. **Recognition: Leslie Anderson**

Committee members recognized Leslie for her over 12 years of service to the safety committees, including two terms as the U-Wide Chair. Leslie thanked the committee and appreciated the opportunity to be passionate about safety at the University.

3. **2018-19 Term Recognition:** Katia Harb thanked the committee members for the contributions to the UW safety culture and highlighted the following areas:

- reviewing incidents and bringing forth issues to prevent injuries from recurring
- implementing the 5-why methodology for incident investigation
- updating and advancing the core accident prevention plan
- committee presentations and discussions on youth safety, biosafety, emergency management, yearly incident statistics, and Bothell operations

Committee members shared their committee accomplishments for the 2018-19 term.

4. **Approval of the Meeting Minutes:** The committee approved the November 2019 U-Wide meeting minutes as amended.



5. Organizational Group Reports and Election Update

HSC 1 - Ryan Hawkinson and Leslie Anderson reported the committee met quorum, approved the minutes, reviewed OARS reports and talked about their accomplishments during the 2018-19 term, recognizing Leslie for her years of service as a committee member. Elections for Group 1 are nearing completion.

HSC 2 - Jeff Mellema reported they reviewed OARS reports and their elections are in progress.

HSC 3 - Angie Haggard reported that the group met last month and discussed OARS reports. Elections for Group 3 are completed. Paul Zuchowski retired.

HSC 4 - Angie Haggard reported the committee met. The committee will combine their regular December meeting with their OARS subcommittee meeting and celebrate the end of the term with treats. Group 4 elections are in progress.

HSC 5 - Liz Kindred reported that Group 5 met on October 28 and reviewed Patient Safety Network reports. Elections results are final and there will be some newly elected members as well as the on-boarding of new members from UWMC Northwest.

HSC 6 - Natassia Stelmaszek reported that Group 6 met and reviewed OARS reports. Elections for Group 6 are complete. The November meeting was well attended.

HSC 7 - Adam Geoffroy reported that Group 7 will meet next week and their elections are in progress.

HSC 8 - Susan Wagshul-Golden reported the committee reviewed OARS reports and their elections are complete. The committee meets tomorrow.

HSC 9 - Sonia reported they met and discussed OARS reports. Group 9 elections are complete. The committee discussed the Seattle Fire Department preventable fire alarm requirement and the new research and laboratory chemical and physical safety committee.

HSC 10 - David Warren reported they met and discussed OARS reports and international travel safety. Elections are complete.

- 6. Union Reports:** Christine Kang brought forward concerns from fellow union members about the lack of elevators in some buildings and the safety of elevators in Anderson Hall and Sieg Hall. EH&S will follow up with Facilities Services. Christine asked for a copy of the carbon dioxide leak report. Denise Bender and Katia Harb responded that the final report is available and UW HR Labor Relations will forward a copy of the report to UAW 4121.

7. Ex-Officio Reports:

Claims Services: Ken Nielsen reported that Jane Young is the new Executive Director of Compliance and Risk Services. She previously worked in the Attorney General's office at the University of Washington.

UW Facilities: Chris Pennington - no report.

DEOHS: Rick Gleason - no report.

Emergency Management: Steve Charvat stated the weather for the Pacific Northwest has generally been mild. The weather experts predict a repeat of inclement weather in January and February 2020. Steve encouraged committee members to take the necessary steps to be prepared.

Faculty Senate: Lesley Colby - no report.

Attorney General's Office: Felicia – no report.

UWPD: Lt. Jaross reported that football season is over and that the search for the next Chief of Police is in progress and anticipated to be complete in the spring 2020.

- 8. EH&S Updates:** Erin McKeown reported there were no Labor & Industries updates. Denise Bender reported that in-person interviews were conducted for the Assistant Director of Research & Occupational Safety position. Environmental Programs is recruiting for three Safety Professional positions; one new position due to Northwest Hospital coming on board in 2020.

Katia Harb reported that the Lab Safety Awards and Innovation Event December 9 was well attended. An article about the event can be found here:

<https://www.ehs.washington.edu/about/latest-news/2019-lab-safety-awards-and-innovation-event-winners>

- 9. Good of the Order:** No report.

- 10. Adjourn:** Leslie Anderson adjourned the meeting at 1:56 p.m.