

Agenda – April 29, 2019
Group 9 (College of Engineering) Health and Safety Committee

1. Attending

Eliot George for Fiona Spencer, AA
Colleen Irvin, BioE
Sean Yeung, CEE
Michael Pomfret, CEI
Kameron Harmon, ChemE
S. Honeydew or M. Glidden, CoE DO
Sophie Ostlund, CSE
John Young, EE

Angie Haggard, EH&S
Stacia Green, HCDE
Sheila Prusa, ISE
Bill Kuykendall, ME
Chris Adams, MoES/NanoES
Tatyana Galenko, MSE
Darick Baker, WNF

2. Guest Speaker

Denise Bender from EH&S, Assistant Director of Occupational Safety & Health discusses:

- Fall hazards
- Confined spaces
- Power hazards

3. Previous Meeting Minutes

- Mar 2018 – approve? Corrections/additions?
- Previous meeting minutes are posted at <https://www.engr.washington.edu/mycoe/safety#>

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

- Collab Core WCET @ Bowman – capped bottle of piranha waste found (Feb)
- ChemE @ Benson – fire in fume hood (Feb)
- Dean’s Office @ Loew – chemical smell in office (Mar)
- ECE @ Henderson – meeting attendee had seizure (Mar)
- AA @ KWT – customer saw need for hazard identification and controls (Mar)

5. Group Business

- Update on laundry service provider change
- Update from UWPD’s Building Safety Task Force
- Update from Facilities’ Building Coordinator Guiding Coalition (BCGC)
- Update from UWEM’s Resilience Work Group, re: BARC/Husky Ready

6. UW-Wide Meeting

- Mar minutes attached
- Apr agenda attached. Reviewed 2018 Injury Statistics Report.

7. Member Updates

Next Meeting: due to holiday, May meeting is June 3rd at 3pm, in Loew 355

DRAFT Meeting Minutes

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

Meeting Date: Mar 25, 2019

Attended

Eliot George for Fiona Spencer, AA
Kristine Parra for Michael Pomfret, CEI
Sophie Ostlund, CSE
Sonia Honeydew, DO
Stacia Green, HCDE

Sheila Prusa, ISE
Chris Adams and Madison Weaver,
MoES/NanoES
Tatyana Galenko, MSE
Darick Baker, WNF

Absent

Colleen Irvin, BioE
J. Sean Yeung, CEE
Kameron Harmon, ChemE

John Young, EE
Angie Haggard, EH&S
Bill Kuykendall, ME

Previous Meeting Minutes

- Feb 2019 – draft approved (just made quorum, with 6 out of 11)
- Previous meeting minutes are at: <https://www.engr.washington.edu/mycoe/safety#>

Incident Reports

- AA @ AERB – possible reaction to water from drinking fountain (Jan). Additional followup on Group 9 questions about fountain filters: Facilities confirms that not all drinking fountains have filters, and filters may not be appropriate for all types. A dept can request a filter be added but may have to pay for that. If there is already a filter, replacing filters is free but there is no maintenance schedule for that so departments may need to ask.

DRAFT Meeting Minutes

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

- ME @ EGA – coolant sprayed in face (Feb). Five whys: Face contaminated because coolant hose pointed at face when machine turned on, because didn't point hose at the cutting tool as instructed in training, because inattention/rushing, because... don't know. Shop training updated with warning to always double-check where coolant hoses are pointed before turning on equipment. Eyewashes will be flushed more often, but the rust appears quickly (because it's a very old building) so they're considering adding filters to the water supply. Group 9 asks whether the lab is activating/testing the eyewashes weekly, as labs are required to do.
- Collab Core WCET @ Bowman – capped bottle of piranha waste found (Feb). Save for April meeting.
- ChemE @ Benson – fire in fume hood (Feb). Save for April meeting.

Group Business

- Laundry service provider change -- update from Colleen: Service Linen-Medicleans (SL) has not signed a contract yet but is setting up a trial run with Pathology, SLU, and hopefully BioE. Labs can choose to rent or send COG (customer owned goods), but not both at the same time. If labs send out laundry frequently, it may be more cost effective to rent. Any coat sent without an RFID tag will get lost. Labs need to determine the labeling (up to 25 characters) for their location (generally "building-Pl-room number") with a clear translation between the written label on the coat and the RFID code. Turnaround will be one week. You'll need a central loading dock location for dropoff/pickup; SL won't deliver to lab doors like Consolidated did. Current estimate is about \$3.50/coat/cleaning. Invoicing will be by BPO per budget number. For COG, a \$6.50 invoice fee is included with each bill and only paid when you send laundry. There is no weekly account maintenance fee. A 6% biohazard fee will also apply, only when you send out a load. See 3/25 email from Ray Hsu of Procurement Services. Feel free to ask Colleen questions.

DRAFT Meeting Minutes

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

- Followup from EH&S meeting with Group 9 Executive Sponsor 3/14: group reviewed 2018 Injury Statistics Report (also on group drive). Though it is difficult to discern trends with such low numbers of incident reports (n=37; Group 9 accounts for only 3% of UW's incidents, excluding medical centers), we noted that 74% of our reports involving employees resulted in injury, vs 83% across UW. This seems to indicate we are reporting near misses well, being proactive and preventing injury. Not surprisingly, Group 9 reports included more injuries of "potential exposure" than the rest of UW, but fewer sprains/strains and inflammations. In terms of injury cause, this correlates to fewer ergonomic issues within Group 9 than UW, making UW's #2 cause our #1 (slip/trip/fall), and UW's #6 cause our #2 (chemicals). Only three of our injuries were OSHA recordable (two caused by S/T/F and one by tool), down 63% from last year. Group 9 had four non-paid student incidents that resulted in injury, caused by chemicals (2), machinery (1), and sharps (1).
- Safety aspect of ABET's BS program accreditation this Autumn (all depts except HCDE) – tour will look at safety, so review PPE (available and used) and safety signage in advance.
- Update from UWPD's Building Safety Task Force – nothing to report
- Update from Facilities' Building Coordinator Guiding Coalition (BCGC) – still developing recommended revisions to APS 13.4
- Update from UWEM's Resilience Work Group, re: BARC/Husky Ready – Megan Levy is working on template/guide for Academic Continuity in Husky Ready, and welcomes input.
- Laboratory Safety Initiative (LSI) Final Report
- Compared/contrasted how each dept onboards for safety, to identify best practices. Return to this topic annually or biannually.
 - Question: is "common" training (i.e. Sexual Harassment, Workplace Violence, Asbestos Awareness, Child Endangerment) assigned/verified by supervisor, dept HR, or dept onboarding team?
 - HCDE – new employee handbook lists training
 - MoIES/NanoES – depts are responsible as they do the hire/fire/onboarding
 - AA – supervisor handles onboarding. At recent faculty meeting (invited all faculty, staff, grad students, postdocs) had Sexual Harassment training
 - Question: is lab-specific training assigned/verified by PI, lab safety officer, or dept safety officer?
 - AA – PI handles onboarding
 - Several depts – dept does not have time to track training of PIs; it is understood to be their responsibility to track for selves
 - ME – machine shop uses CORAL, which checks user's safety training for tool access

DRAFT Meeting Minutes

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

- Question: is training tied to access at dept or building level?
 - MoIES/NanoES – use CORAL to limit tool and building access; CORAL has check boxes for completing training, and this could be used to track “no’s”.
 - WNF – use CORAL to limit access but it is all done manually because CORAL can’t talk to CAAMS

UW-Wide Meeting

- Feb minutes in packet.
- Mar agenda attached. Highlights:
 - Caroline Shelton of Youth Programs has new [website](#) that addresses regulation and documentation for youth on campus
 - UWPD notes: Storm basketball at our arena for 13 games
 - King Co. Worker Memorial Day 4/24 11:30am at HUB; L&I Medical Director will speak on reversing adverse impact of opioids on recovering workers.
 - UWEM reviewed historic snow impact Feb 2019; beforehand finalized Seattle campus’ first Inclement Weather Plan and trained leadership in SOPs, established Weather Status Assessment Group, and HR sent annual winter prep letter. Discovered that USPS will only hold UW mail for one day, so after Day 1 UW Mailing Services are essential personnel. Still working on smooth reopening procedures and restocking supplies, and how to deal with burnout of essential personnel. Still adding up costs to UW. After the snow, 26 new departments started BARC plans.
 - APP annual update – suggestions to Emma include: list BC’s on safety bulletin boards; add Stop the Bleed program to First Aid doc; add link to info on safety for minors; add bee stings as recognized hazard for all; add reminder that only FS do FS work; mention 3rd party app where AED locations are tracked (PulsePoint); draw more attention to fire extinguisher training; specify Husky Ready program in discussion of BARC plans; add Inclement Weather Plan link.
 - Lab Safety Task Force – Provost assembled team. They have 1.5 months to recommend UW policy for (non-clinical, non-teaching) research safety.
 - EH&S hiring updates – Adrian Santos gone, Scott Nelson and Diana Zumba covering while position posted this month. Industrial Hygienist vacancy so redo recruitment? EH&S Director position posted.

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- Consolidated Laundry closes at end of March; UW Procurement has potential vendor that can cover disparate lab locations. Info session 3/15.

Department Updates

- HCDE – (1) Sieg stairs blocked by scaffolding between floors 1-2, to change light bulbs. Unknown duration – a week? There is another set of stairs at other end of building. (2) Confirmed basement Sieg mechanical spaces are locked off from public access.
- MSE – (1) There was a theft 2-3 weeks ago. Student backpack taken from lab in the ten minutes the class was out of the lab, during the day. Backpack later found on trail, without wallet. Department had difficulties meeting with UWPD. (2) Tuesday Kuykendall is leaving. (3) After the Lab Safety Initiative, the lab safety survey was adjusted – four questions on general building equipment were separated out as separate survey similar to Fire Life Safety survey of public areas. Jose was just checking fire extinguishers and dept wants to know what to do if notice test card on extinguishers is not up to date. You can just enter a work order in FS Works to remind the fire shop about this maintenance due.
- CSE – While the AEDs for Allen Center are in place, they are still awaiting AEDs for Gates Center that they ordered from Phillips last year. The recall (regarding number of chirps that indicate need for battery replacement) has affected delivery schedule. Ballpark \$700-800 per AED and there are [EH&S guidelines](#).

Next Meeting

- Apr 29th 2018 at 3pm, in Loew 355



University of Washington Accident / Incident Report

Report Number: 2019-02-031

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: [REDACTED]
Occupation/Position: RESEARCH SCIENTIST/ENGINEER 2	Department: ENG: Collaboration Core - WCET Staff
Date Reported (yyyy/mm/dd): 2019/02/08	Time of Reporting: 11:04 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: [REDACTED]
Occupation/Position: RESEARCH SCIENTIST/ENGINEER 2	Department: ENG: Collaboration Core - WCET Staff

Incident Details

Date of Incident (yyyy/mm/dd): 2019/02/07	Time of Incident: 8:00 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BOWMAN BUILDING	
Room: 112	Other:	

Incident Details:

Washington Clean Energy Testbeds staff found a capped bottle labeled "Piranha Waste" in a fume hood cabinet. Staff, knowing that a capped piranha bottle could be under pressure and potentially explode, loosened the cap and heard the sound of escaping gases. Capping bottles containing piranha, and failure to neutralize piranha within the working day, is strictly forbidden by the SOP in place at the Testbeds. Reporting as a near miss.

Attachment: No

Supervisor

Last Name: Pomfret	First Name: Michael
Phone: +1 206 685-6833	Email: mpomfret@uw.edu
Occupation/Position: ASSISTANT DIRECTOR OF OPERATIONS	Department: ENG: Collaboration Core - WCET Managers

Classification

Level 1:
Near miss (No incident occurred but it could have),

Type of Incident

Injury Description: None,
Body Parts Affected: None,
Cause of Injury or Damage: None,

Possible Causes

Equipment:
Environment: Chemicals,
Policies / Procedures: Failure to Follow Procedures,
Human Factors: Failure to Follow Established Protocol/Procedures,

Suggested corrective action by the affected party

The user responsible for the improperly stored chemical has been notified and reminded of the SOP details in place that prohibit the circumstances in which this incident can occur. Staff is working directly with responsible user to ensure SOP is being followed.

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 user ran out of sodium hydroxide that he was using to neutralize the piranha solution. Rather than seek staff or use the stock supply of sodium bicarbonate, the user capped the bottle and planned to return with more sodium hydroxide to continue the neutralization. This is a direct violation of the Testbeds piranha SOP. Testbeds staff provided user and buddy with a detailed piranha SOP and both returned signed copies, suggesting that they read the SOP. However, the user and his buddy violated the following parts of the SOP: 1. They did not have a copy of the SOP with them for reference. 2. They did not neutralize the piranha as soon as they were done with it. 3. They created and stored piranha waste.

Recommendations/Preventive Measures:

The Testbeds have made the following changes in response: 1. SOP updated to state that piranha is to be neutralized as soon as it is no longer in use and no later than the same day it was made. 2. All lab users planning to use piranha must attend an in-person training in addition to returning a signed copy of the SOP prior to being authorized to use piranha in the lab. 3. Vented bottle caps have been purchased as a safeguard against incomplete neutralization and improper storage.

Corrective Actions Target Date (yyyy/mm/dd):
2019/02/14

Corrective Actions Complete Date (yyyy/mm/dd):
2019/02/13

Other Comments:

Tracy Harvey and Alex Hagen were consulted on corrective actions, recommending the responses that were implemented.

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:2/8/19 forwarded to Scott Nelson and Tracey Harvey - Angie Haggard



University of Washington Accident / Incident Report

Report Number: 2019-02-070

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: UNDERGRADUATE STUDENT	Department: Unspecified
Date Reported (yyyy/mm/dd): 2019/02/19	Time of Reporting: 01:57 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: UNDERGRADUATE STUDENT	Department: ENG: Chemical Engineering

Incident Details

Date of Incident (yyyy/mm/dd): 2019/02/19	Time of Incident: 1:15 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BENSON HALL	
Room: 205	Other:	

Incident Details:

A sample was dried with a Bunsen burner. The crucible holding the sample cracked and spilled on the gas hose. This caused a fire in the fume hood that was put out with a fire extinguisher.

Attachment: No

Supervisor

Last Name: Berg	First Name: John
Phone: +1 206 543-2029	Email: spc@uw.edu
Occupation/Position: PROFESSOR	Department: ENG: Chemical Engineering-Faculty

Classification

Level 2:
Fire or Explosion,

Type of Incident

Injury Description: None,

Body Parts Affected: None,

Cause of Injury or Damage: None,

Possible Causes

Equipment:

Environment: Fire, Explosion,

Policies / Procedures:

Human Factors:

Suggested corrective action by the affected party

Retake fire safety training.

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.)

Drying should have been done using an oven rather than a Bunsen burner.

Recommendations/Preventive Measures:

In the future, sample drying will be done in an oven, and the Bunsen burner will not be used.

Corrective Actions Target Date (yyyy/mm/dd):
2019/02/18

Corrective Actions Complete Date (yyyy/mm/dd):
2019/02/18

Other Comments:

Student was instructed not to use the Bunsen burner for sample drying.

Second Higher Authority Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:

EHS Review

Last Name:**Haggard**

First Name:**Angelina M**

Phone Number:**+1 206 616-3442**

Email:**ahaggard@uw.edu**

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2019-03-034

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: Wilson	First Name: Heather
Phone: +1 206 543-8388	Email: hwilson@uw.edu
Occupation/Position: ADMINISTRATIVE SPECIALIST (E S 8)	Department: ENG: Deans Office-Assistant to the Dean
Date Reported (yyyy/mm/dd): 2019/03/11	Time of Reporting: 09:04 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: ASSOCIATE DIRECTOR	Department: ENG: Deans Office-Individual Giving

Incident Details

Date of Incident (yyyy/mm/dd): 2019/03/08	Time of Incident: 11:00 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: LOEW HALL	
Room: 351	Other:	

Incident Details:

A chemical smell was reported in the Loew 351 suite Friday morning. EH&S and Facilities Services were contacted to try to identify the source of the smell but they were unsuccessful. [REDACTED], one of the suite occupants, developed a headache from the smell and had to vacate her office. She was able to work from home for the remainder of the day.

The smell has been reported previously but a source has not be found.

Attachment: No

Supervisor

Last Name: Fitzmaurice Adams	First Name: Anne
Phone: +1 206 685-3041	Email: afa9@uw.edu
Occupation/Position: SENIOR DIRECTOR	Department: ENG: Deans Office-Advancement

Classification

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

Type of Incident

Injury Description: **Headache,**

Body Parts Affected: **Head, Body Systems: Internal Organs, Nervous System, Respiratory, etc.,**

Cause of Injury or Damage: **Ventilation, Indoor Air Quality Issues,**

Possible Causes

Equipment:

Environment: **Air Contaminants,**

Policies / Procedures:

Human Factors:

Suggested corrective action by the affected party

EH&S measured air quality but no concerning levels were detected. Facilities Services inspected air intake but were not able to identify the source of the odor. EH&S does plan to come back to investigate further because the odor was still present later in the day.

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 employees office space is acceptable. The environmental factor was air quality, which is part of the overall office environment. EHNS came in to investigate and could not determine source.

Recommendations/Preventive Measures:
 EHNS continues to investigate how air quality may have been effected that day.

Corrective Actions Target Date (yyyy/mm/dd): 2019/03/25	Corrective Actions Complete Date (yyyy/mm/dd):
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Other Comments:
 Corrective action to be taken by EHNS

EHS Review

Last Name: Konnur	First Name: Manisha	Phone Number: +1 206 221-1759	Email: mkonnur@uw.edu
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Occupation/Position:	Department:
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Comments: 3/11/2019 Forwarded to Brandon Kemperman -Manisha Konnur



University of Washington Accident / Incident Report

Report Number: 2019-03-062

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: Gay	First Name: Dian
Phone: +1 206 543-1525	Email: dian@uw.edu
Occupation/Position: DIRECTOR	Department: VPR: Applied Physics Laboratory
Date Reported (yyyy/mm/dd): 2019/03/18	Time of Reporting: 05:28 PM

Person Involved or Affected

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

Incident Details

Date of Incident (yyyy/mm/dd): 2019/03/18	Time of Incident: 3:15 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: HENDERSON HALL	
Room: Round Table Room	Other:	

Incident Details:

Individual had a seizure during a meeting. 911 was called and the individual was transported to the hospital.

Attachment: **No**

Supervisor

Last Name: Lidstrom	First Name: Mary
Phone: +1 206 685-1751	Email: lidstrom@uw.edu
Occupation/Position: VICE PROVOST FOR RESEARCH	Department: PRES: Office of the Provost

Classification

Level 1:
 Injury requiring first aid,
 Loss of consciousness,

Type of Incident

Injury Description: **Other,**

Body Parts Affected: **Body Systems: Internal Organs, Nervous System, Respiratory, etc.,**

Cause of Injury or Damage: **Other,**

Possible Causes

Equipment: **Other,**

Environment: **Other,**

Policies / Procedures: **Other,**

Human Factors: **Other,**

Suggested corrective action by the affected party

At this time no corrective action is recommended until we know if any work causes are involved.

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.)

There is no indication that the incident was work-related.

Recommendations/Preventive Measures:

No preventive measures are needed since the incident was not work-related.

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

2019/03/20

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

2019/03/20

Other Comments:

There is no indication that the incident was work-related, so no corrective actions are indicated. Please contact Helen MacQueen with questions 206-543-5146

EHS Review

Last Name:**Haggard**

First Name:**Angelina M**

Phone Number:**+1 206 616-3442**

Email:**ahaggard@uw.edu**

Occupation/Position:

Department:

Comments:**3/19/19 forwarded to Emma Corell - Angie Haggard**



University of Washington Accident / Incident Report

Report Number: 2019-03-081

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: McGrath	First Name: Pamela
Phone: +1 206 616-1116	Email: pmcgrath@uw.edu
Occupation/Position: ADMINISTRATOR	Department: ENG: Aeronautics and Astronautics-Administrative
Date Reported (yyyy/mm/dd): 2019/03/27	Time of Reporting: 11:06 AM

Person Involved or Affected

Last Name: undisclosed	First Name: undisclosed
Phone:	Email:
Occupation/Position: Public	Department:

Incident Details

Date of Incident (yyyy/mm/dd): 2019/03/25	Time of Incident: Can Not Be Determined	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: KIRSTEN WIND TUNNEL	
Room:	Other:	

Incident Details:

A wind tunnel customer noted the following (customer name and company are subject to non disclosure agreement so are removed in attachment):

Fall hazard approximately 20 -30 without fall restraint or arrest
 Floor Weight Capacities
 Falling tools multiple floors
 Crane Lift Capacity and Maintenance

Details are in attachment.

Attachment: **Yes**

Supervisor

Last Name: Hill	First Name: Kristi
Phone: +1 206 616-5950	Email: morgansn@uw.edu
Occupation/Position: PROFESSOR	Department: ENG: Aeronautics and Astronautics

Classification

Level 1:
 Near miss (No incident occurred but it could have),

Type of Incident

Injury Description: **None,**

Body Parts Affected: **None,**

Cause of Injury or Damage: **None,**

Possible Causes

Equipment: **Defective Tools, Equipment, Defective Material, No Guards/Barriers, Inadequate Guards/Barriers, Using Equipment Improperly,**

Environment:

Policies / Procedures: **Failure to Follow Procedures, Appropriate Procedures Non-existent, Inadequate Instructions, Procedures, Inadequate Planning, Preparation, Inadequate Support, Assistance,**

Human Factors: **Inadequate Training, Inadequate, Improper PPE, PPE Not Used, Improper Lifting, Failure to Follow Established Protocol/Procedures,**

Suggested corrective action by the affected party

Address concerns by coordination with EHS. establish fall hazard plan, identify hazards, implement controls, provide training and personal protective equipment. Address hoist limits and floor limits. establish annual maintenance plan for hoists.

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

Last Name: **Haggard**

First Name: **Angelina M**

Phone Number: **+1 206 616-3442**

Email: **ahaggard@uw.edu**

Occupation/Position:

Department:

Comments: **3/27/19 forwarded to Denise Bender - Angie Haggard**

Agenda

1. **Call to Order**
2. **Approval of Meeting Minutes**
3. **Campus Visits**
4. **Organizational Group Reports**
5. **Union Reports**
6. **Ex-Officio Reports**
7. **Presentation**
8. **EH&S Updates and L&I Updates**
9. **Open Discussion**
10. **Adjourn**

Recorded by Manisha Konnur

1. **Call to Order:** Leslie Anderson called the meeting to order at 1:05pm.
2. **Approval of Meeting Minutes:** January minutes were approved and February meeting minutes were approved as amended.
3. **Campus Visits:** The Committee members discussed options for Bothell and Tacoma campus visits. The tentative plan for Bothell campus visit is in July 2019. There will be outreach to Tacoma for an optimal date during the remainder of this term.
4. **Organizational Group Reports**
 - HSC 1:** Ryan Hawkinson and Leslie Anderson reported for HSC-1. The group met on March 13th in the morning, discussed OARS reports, had a quorum and approved January and February meeting minutes. Caroline Shelton was the guest speaker. Caroline Shelton is the Director of the Office of Youth Programs Development and Support at the University of Washington. Approximately 94,000 minors go through various programs at the University of Washington each year. The program specifically deals with the safety of the minors on campus. Leslie stated Katia Harb had worked closely with Caroline Shelton for the 'New safety considerations for youth in STEM programs' website update.
 - HSC 2:** Chris Pennington reported for HSC 2. The group met just before the snow storm and had no updates.
 - HSC 3:** There was no one present from HSC 3.
 - HSC 4:** Beth Hammermeister reported for HSC 4. The group met on February 26th and discussed OARS reports. Beth asked the committee members if there are any emergency kits specifically for dental patients. Liz Kindred mentioned there aren't any policies or regulations specifically for it, but doesn't know if there are any policies for outpatient clinics. The group also discussed building coordinators roles, Safe Campus and all that UW-Police Department offers. They did the 5 Why's exercise for some of the OARS reports. The group discussed the onboarding of new

employees. They also discussed what specific safety concerns should be brought up for the upcoming executive sponsor meetings.

HSC 5: Liz Kindred reported she was not present at the last HSC 5 meeting.

HSC 6: Natassia Stelmaszek introduced Beth Ramage to the committee. Beth and Natassia will be alternating as U-wide representatives. Natassia reported the group met on February 21st and discussed OARS reports.

HSC 7: Kelly reported for HSC 7. The last meeting was cancelled due to the snow-storm. The group met on February 21st, discussed OARS reports and the lessons learned after the snow storm.

HSC 8: Hannah Wilson reported for HSC 8. There was a power outage which was not announced as an alert when it happened but got updated when it ended, which was a concern to the campus.

HSC 9: Sonia Honeydew gave updates for HSC 9. The group met on February 25th and discussed OARS reports. The group had a follow-up question: was there a report on physics elevator incident? There was no report for that incident. All PI's were requested to verify and update the door signs on the labs. The HSC 9 executive sponsor meeting is scheduled for tomorrow.

HSC 10: David Warren reported for HSC 10. The group met on February 25th and discussed the one OARS report. This was the third month in a row when all the OARS reports were closed. The group also discussed the U-wide meeting and talked about building coordinators and their roles. There was a training for building coordinators in the past (approximately 15 years ago), but currently, there is no training specific for building coordinators. Tracey Mosier and Steve Charvat mentioned the building coordinator coalition association. David asked about flood damages and how to document them, who pays for the flood damage repairs. Stephanie Harrington will send a copy of the new guide on field trips. Sonia Honeydew mentioned the building guide coalition has always been there and they are working on updating it. They reached out to all the building coordinators to join the coalition and encouraged everyone to reach out to Jen Connors to get more information.

5. Union Reports: There were no updates.

6. Ex-Officio Reports:

Lt. Chris Jaross reported for UW-PD. On February 9th, there was a student event. Due to snow, people had a hard finding the venue. The event continued to be on the schedule until operations were suspended, and then was re-scheduled to the 25th of February.

Rick Gleason reported for DEOHS. He talked about the annual Worker Memorial Day Ceremony at the UW an event organized for commemorating the workers who died on the job in King County. The event will take place on April 24 in the HUB. U-wide members were encourage to attend.

7. Steve Charvat presented on the snow storm in Seattle.

POWER POINT LINK TO BE INSERTED HERE

- 8. EHS Updates:** Emma Corell gave EHS updates. All the suggestions from the HSCs for the Accident Prevention Plan were reviewed and logged into a 'change log' Excel spreadsheet. Emma appreciated everyone's feedback and went over some of the changes. For example, HSC 7 suggested adding building coordinators details on the notice boards. HSC 1 suggested adding information on STOP THE BLEED, bat handling and safety for minors. HSC 1 and HSC 10 suggested adding information on bee and hornet stings, AED locations across campus. Steve C. added there is a third-party app for AED locator called, PulsePoint.

L&I Updates: Emma Corell gave the L&I updates. There are no new incidents. But, just before the meeting there was a voicemail about a concern at the IMA about noise monitoring with the smoothie machine. The committee members will be updated soon.

- 9. Open Discussion:** Emma Corell gave hiring updates. Emma mentioned Adrian Santos's departure and his position will be posted soon. Scott Nelson and Dianna Zumba are taking on the roles interim. Katia Harb mentioned the industrial hygienist and the Senior Director position will be posted soon. Katia Harb gave an update about executive sponsor meetings. The first meeting with Group 4 Executive Sponsor Dave Anderson went well. Katia encouraged everyone to send their comments and questions. The committee members will get the packets for their respective HSCs once all the meetings are done. Leslie Anderson asked if the committee members will get a feedback about the meetings. The feedback will be sent out to all the U-wide representatives once all the meetings are done.

Katia also touched base about the consolidated laundry closure. UW Procurements has a potential vendor that is willing to collect from de-centralized locations. They are hoping to get their contracts by the end of this month. To know more, there is an upcoming informational session with Raymond Hsu on March 15th from 10am to 11:30 am in the Health Sciences Center at the Hogness Auditorium Rm A-420. One of the issues to be discussed is the problem with picking up laundry from different locations. Emma Corell will forward the information about the meeting to the committee members. Kelly Carter Lynn stated that UW Bothell has a new vendor. Liz Kindred added Harborview and UW-MC transferred to a new vendor as well. The experience with the new vendor has been good so far. Some of the Consolidated Laundry impacted employees have been absorbed into housekeeping services.

- 10. Adjourn** Leslie Anderson adjourned the meeting at 2:25pm.



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

Wednesday - April 10, 2019

1:00 – 2:30 PM

[William H. Foege Bldg. N-130A](#)

Agenda Item	Lead	Process	Time
Call to Order	Leslie Anderson	Robert’s Rules of Order	
Approval of Meeting Minutes	Leslie Anderson	Robert’s Rules of Order	5 min
Organizational Group Reports*	Committee Members	Discussion	20 min
Union Reports	Union Representatives	Discussion	10 min
Ex-Officio Reports	Ex-Officio Members	Discussion	15 min
EH&S and L&I Updates	EH&S Updates L&I Updates 2018 Injury Statistics – Angie Haggard	Discussion	30 min
Open Discussion	Leslie Anderson	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 the co-chairs Leslie Anderson and Liz Kindred at least 2 weeks prior to our meetings.