

**Agenda – September 30, 2019**  
**Group 9 (College of Engineering) Health and Safety Committee**

**1. Attending**

|                                     |                              |
|-------------------------------------|------------------------------|
| Fiona Spencer or Elliot George, AA  | Angie Haggard, EH&S          |
| Colleen Irvin, BioE                 | Stacia Green, HCDE           |
| Sean Yeung, CEE                     | Sheila Prusa, ISE            |
| Michael Pomfret, CEI                | Bill Kuykendall, ME          |
| Kameron Harmon, ChemE               | Madison Weaver, MoIES/NanoES |
| S. Honeydew or M. Glidden, CoE DO   | Tatyana Galenko, MSE         |
| Alex Lefort for Sophie Ostlund, CSE | Darick Baker, WNF            |
| John Young, EE                      |                              |

**2. Guest Speaker**

- Alex Hagen, EH&S Building & Fire Safety for Lab Surveys/Fume Hoods/LSI – common lab safety failures, chemical hazards checklist, annual lab safety self-check

**3. Previous Meeting Minutes**

- Aug 2019 – 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)**

- BioE @ Foegen – cut finger with razor contaminated with mouse blood (Aug)
- ECE @ HSEB Primate Research Center – nick on finger from unknown cause (Aug)
- MSE @ Roberts – heart attack (Aug)
- MSE @ Bowman – tweezers in lab coat pocket punctured forearm (Aug)
- *Updates:* ME @ EGA – battery accumulator in racecar caught fire (July)

**5. Group Business**

- Group 9 election status – election ends Oct 3<sup>rd</sup> ; proxy process; ECE staff nominee in Gr4
- Flu shots available on campus
- Safe Campus distributing new posters
- CoE building annual evacuation drills in October (mostly)
- ABET lab walk-throughs on Sunday 10/20
- SafeZone’s advanced applications

**6. UW-Wide Meeting**

- August minutes attached
- September agenda attached

**7. Member Updates**

*Next Meeting: October 28<sup>th</sup> at 3pm, in Loew 355*

**DRAFT Meeting Minutes**  
**Health and Safety Committee for Group 9 (College of Engineering)**

**Meeting Date: August 26, 2019**

**Attended**

Eliot George for Fiona Spencer, AA  
Colleen Irvin, BioE  
Michael Pomfret, CEI  
Kameron Harmon, ChemE  
J. Sean Yeung, CEE  
Sonia Honeydew, DO

Stacia Green, HCDE  
Sheila Prusa, ISE  
Bill Kuykendall, ME (and guest Svenya)  
Madison Weaver, MoES/NanoES  
Tatyana Galenko, MSE  
Darick Baker, WNF

**Absent**

Sophie Ostlund, CSE  
John Young, EE

Angie Haggard, EH&S

**Guest Speaker: Diego Oliver, Fire and Life Safety Specialist, EH&S**

- CoE annual building evacuations will be in October (except Fluke, which might be December). So keep your evacuation warden hats ready for these surprise drills. Diego will schedule the evacuation drills three weeks in advance with a few key people at each building, but they should be a surprise to everyone else. Treat all alarms equally – evacuate! Know the chain of command in an evacuation, and don't reenter the building until cleared by the Seattle Fire Dept. The goal is to complete the evacuation drill within ten minutes. The building Evacuation Director completes a report afterwards.
- Diego can help with building FSEP's (Fire Safety and Evacuation Plan). Remember, the building FSEP should be distributed annually to all occupants. Review it. Diego is now the keeper of the FSEP library, so send him any updates to your FSEP.
- Building evacuation maps posted on every floor -- ask Diego if need updates.
- Diego also runs the hands-on Fire Extinguisher Training, and performs the building Fire and Life Safety Surveys.
- Evacuation Warden training will soon be available online. This is good news, since there can be high turnover in that position.
- Email any questions to [OliverDM@uw.edu](mailto:OliverDM@uw.edu).

# DRAFT Meeting Minutes

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

### Previous Meeting Minutes

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

### Incident Reports

- CEE @ Mueller – tripped on uneven sidewalk and fell into concrete footing (May). Natalie working with FS to grind down sidewalk protrusion a little. It's good that the staff member knew to submit an OARS report. First aid was necessary, and a workers comp claim was filed. Group 9 advised dept to complete EH&S STF form.
- ECE @ HSEB – discovered scratch after primate work (May). Good that followed all protocol for exposure even though not sure whether scratch was preexisting. New protocol to check self carefully for open wounds before donning PPE.
- EH&S @ Mueller – chemical waste container exploded (July). Lab was moving out of the building, had chemical collection by outside vendor, Clean Harbors Environmental Services. Waste bath (base) in aluminum container caused hissing as plastic cap failed, room evacuated, and caustic material shot to ceiling. Remaining sodium hydroxide ate away at base of container. Lab protocol did not address type of container for waste bath, but now protocol is updated. Labs are given the EH&S Moving Out Checklist from Appendix E of the [Lab Safety Manual](#). As a general comment, Group 9 recommends that for the challenge of moves and all other safety challenges, it is best that each lab have a Lab Manager assigned, even if that is an unpaid role. Lab Managers can be assigned discrete tasks by the PI.
- ECE @ HSEB – cut finger on bin of used PPE (July). Bin was missing proper collection bag. Will visually inspect new containers. Proper protocol was followed.
- ME @ EGA – battery accumulator in racecar caught fire (July). Kudos that student club training included hands-on fire extinguisher training, and kudos to staff for calmly fighting the fire for so long as it spread from cell to cell. Training improvement opportunities recognized by club include (1) move away from fire immediately, (2) review which type of fire extinguisher used for which type of fire, (3) review when to pull building evacuation alarm and that anyone can do so. Diego points out that some covers have alarms so you must actually pull the alarm to summon emergency response. Department would love to see from EH&S better electrical prototyping safety, including battery safety; the electrical safety modules currently available are more geared towards facilities folks than lab personnel or students. M.E. team leads onboarding new students will show pictures from this fire and discuss the incident. Dept Chair contacted local industry (Boeing) to ask for expert guidance to review future builds. Lithium polymer batteries, not lithium ion... can use

## DRAFT Meeting Minutes

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

ABC or CO2 extinguishers, but class D extinguishers (for metal fires that look like fireworks) not helpful. NRC vendor cleanup cost \$3500 and it will cost several thousand to dispose of batteries. Students will complete respirator fit training next week, then can pick up accumulator for postmortem. Leave OARS rpt open for further discussion after accumulator postmortem.

- BioE @ SLU – broke mercury thermometer (July). Was the SLU building coordinator notified? What did the lab do with the mercury and broken glass? Did the lab have a mercury spill kit? Why did the lab still have a mercury thermometer? Most don't anymore. That also necessitates posting a sign that indicates that the lab does not have a mercury spill kit.
- ChemE @ Benson – poked finger with needle (July). Same lab three incidents in July... the good news is they are reporting incidents. This lab is growing fast, with a huge influx of undergrads for summer work. These three incidents have highlighted the importance of proper training, by a designated cryostat trainer.
- ChemE/CC @ Benson – poked finger with needle (July). After this second incident the lab changed protocol to disallow the use of needed to remove air bubbles from tissue on slides.
- ChemE @ Benson – stabbed hand with pipette (July). 5 Whys of Root Cause Analysis: stabbed hand because hand slipped while pressing glass pipette into vacuum, because light touch was not working, because the tip of the vacuum hose was stiff, because it dries out over time. Colleen recommends the lab cuts off the tip of the vacuum hose when it gets stiff so that they are working with pliable hose when try to insert pipette. Why only washed for five minutes, not fifteen? Should they have been wearing chainmail gloves? Shouldn't need to if STOP and adjust (work more slowly, lubricate with a little water, or cut off some hose) when discover resistance.

### Group Business

- Group 9 election underway. Nominations open, due by Sept 6<sup>th</sup>. Then election coordinator Heather Wilson will verify nominees are willing to run. The election will be approximately Sept 16-27. People will be able to vote for more than one of our 11 voting member roles (ten departments plus Dean's Office), as an employee may have an affiliation with more than one. But it is not necessary to vote in more than one race. Ex-officio or non-voting members (e.g. Clean Energy Institute) will still be assigned/volunteer; they are not part of the election.
- Carpet wrinkle repair cost is absorbed by Facilities (FYI), so submit those work requests to reduce slips/trips/hazards.
- Registration is open for the 2019 Graduate Student Safety Seminar, 9/24 1:30-3pm

## **DRAFT Meeting Minutes**

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

- As the Autumn quarter starts, it's a good time to remind others of the safety resources available, e.g. Accident Prevention Plan, UW Safety video, Roles & Responsibilities document, etc.
- ABET Visit will include tour of teaching (and maybe some research labs) on Sunday Oct 20<sup>th</sup>. Departments can contact EH&S for a practice walk-through, or refer to the Lab Safety Survey checklist online.
- ME – Svenya (guest today) will take over Michelle Hickner's role in M.E.

#### **UW-Wide Meeting**

- July minutes in packet.
- August agenda in packet.

#### **Department Updates**

- MSE – researcher ran to other staff when a Research Assistant was laying on the floor having a heart attack in Roberts. Staff recognized heart attack and called 911 for ambulance even though the ill person did not think they needed help. Thankfully, the ill person remained conscious until the ambulance arrived; has since recovered.
- ChemE – Kameron will serve as backup to backup for MoIES/NanoES Building Coordinator
- BioE – to welcome new faculty (new Dean of CoE), there will be several lab moves in Foegen North, starting with dept-wide surplus pickup

#### **Next Meeting**

- September 30<sup>th</sup> 2018 at 3pm, in Loew 355, with guest Tracy Harvey or Alex Hagan discussing lab safety surveys and new annual lab self-reviews.



# University of Washington Accident / Incident Report

Report Number: 2019-08-013

Contact EH&S at 206-543-7262

## Person Reporting Incident

|   |                                    |
|---|------------------------------------|
| Last Name: [REDACTED]                         | First Name: [REDACTED]             |
| Phone: [REDACTED]                             | Email: [REDACTED]                  |
| Occupation/Position: [REDACTED]               | Department: <b>Unspecified</b>     |
| Date Reported (yyyy/mm/dd): <b>2019/08/02</b> | Time of Reporting: <b>06:30 PM</b> |

## Person Involved or Affected

|                                 |                                |
|---------------------------------|--------------------------------|
| Last Name: [REDACTED]           | First Name: [REDACTED]         |
| Phone: [REDACTED]               | Email: [REDACTED]              |
| Occupation/Position: [REDACTED] | Department: <b>Unspecified</b> |

## Incident Details

|  |   |                               |
|--|---|-------------------------------|
| Date of Incident (yyyy/mm/dd): <b>2019/08/02</b> | Time of Incident: <b>6:15 PM</b>                        | When Shift Begins: <b>N/A</b> |
| Campus: <b>Seattle</b>                           | Incident Location/Parking Lot: <b>W.H. FOEGE BIOENG</b> |                               |
| Room: <b>423C</b>                                | Other:  |                               |

Incident Details:

I have a cut with a razor that had contact with nude mouse blood in a BSL-2 Level Lab. The animal had a subcutaneous injection 4 months ago with a human cell line (U-87MG) that is deemed pathogen-free by the ATCC.

Removed the glove and saw blood from applying pressure.

I then washed the wound with water and soap for 15mins, clean with alcohol and apply band-aid.

Attachment: **No**

## Supervisor

|                                       |  |
|---------------------------------------|--|
| Last Name: <b>Folch</b>               | First Name: <b>Albert</b>              |
| Phone: <b>+1 206 685-2257</b>         | Email: <b>afolch@uw.edu</b>            |
| Occupation/Position: <b>PROFESSOR</b> | Department: <b>ENG: Bioengineering</b> |

## 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: **Contact with Object: Bumped into Something,**

## Possible Causes

Equipment:

Environment:

Policies / Procedures:

Human Factors: **Inattention,**

## Suggested corrective action by the affected party

**N/A**

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.)

**Student was manipulating a razor blade. It happens ...**

### Recommendations/Preventive Measures:

**Be careful to handle the razor blade by its blunt side.**

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

**2019/08/08**

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

**2019/08/08**

### Other Comments:

**The student was asked to be more careful next time (although, in his particular case, the corrective action will not be observable because, [REDACTED] being a visiting student and the accident happening in the last few days here, he will not even have the opportunity to manipulate more razor blades). The incident will be commented at group meeting for the benefit of everyone.**

## EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



# University of Washington Accident / Incident Report

Report Number: 2019-08-066

Contact EH&S at 206-543-7262

## Person Reporting Incident

|   |   |
|---|---|
| Last Name: [REDACTED]                         | First Name: [REDACTED]  |
| Phone: [REDACTED]                             | Email: [REDACTED]   |
| Occupation/Position: [REDACTED]               | Department: <b>ENG: Electrical &amp; Computer Engineering<br/>Yazdan-Shahmorad Lab JM Student</b> |
| Date Reported (yyyy/mm/dd): <b>2019/08/20</b> | Time of Reporting: <b>08:49 PM</b>  |

## Person Involved or Affected

|                                 |   |
|---------------------------------|---|
| Last Name: [REDACTED]           | First Name: [REDACTED]  |
| Phone: [REDACTED]               | Email: [REDACTED]   |
| Occupation/Position: [REDACTED] | Department: <b>ENG: Electrical &amp; Computer Engineering<br/>Yazdan-Shahmorad Lab JM Student</b> |

## Incident Details

|  |  |                               |
|--|--|-------------------------------|
| Date of Incident (yyyy/mm/dd): <b>2019/08/20</b> | Time of Incident: <b>6:00 PM</b>   | When Shift Begins: <b>N/A</b> |
| Campus: <b>Not assigned to Campus</b>            | Incident Location/Parking Lot: <b>Health Sciences<br/>Education Building</b> |                               |
| Room: <b>I-wing, 3rd floor</b>                   | Other: <b>Washington National Primate Research Center</b>                    |                               |

Incident Details:

I noticed a nick on my finger in the human area of a Primate Center lab around 6PM on 8/20/19. I do not know what caused the nick or when exactly, but I am confident that I got it in the PM of 8/20/19. I washed my hands shortly after noticing the nick. I have not been in the animal area all day and I feel healthy so it is highly likely that it will not lead to infection or any other complications. I am writing an OARS report just to be safe.

Attachment: **No**

## Supervisor

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

## Classification

Level 1:  
Injury requiring first aid,

## Type of Incident

|   |
|---|
| Injury Description: <b>Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),</b> |
| Body Parts Affected: <b>Fingers,</b>  |
| Cause of Injury or Damage: <b>Other,</b>  |

## Possible Causes

|                                    |
|------------------------------------|
| Equipment:                         |
| Environment:                       |
| Policies / Procedures:             |
| Human Factors: <b>Inattention,</b> |

| Suggested corrective action by the affected party   |   |               |        |
|---|---|---------------|--------|
|   |   |               |        |
| Supervisor's Comments   |   |               |        |
| Root Causes:<br>(Please look at all the factors that may have contributed to the accident. Such factors may include equipment, environment, policies, procedures, and personnel.)<br><b>The cause of injury is unknown.</b> |   |               |        |
| Recommendations/Preventive Measures:<br><b>I met with [REDACTED] and discussed how to take better care while working in the lab.</b>  |   |               |        |
| Corrective Actions Target Date (yyyy/mm/dd):<br><b>2019/08/21</b>   | Corrective Actions Complete Date (yyyy/mm/dd):<br><b>2019/08/21</b> |               |        |
| Other Comments:   |   |               |        |
| EHS Review  |   |               |        |
| Last Name:  | First Name:   | Phone Number: | Email: |
| Occupation/Position:  |   | Department:   |        |
| Comments:   |   |               |        |



# University of Washington Accident / Incident Report

Report Number: 2019-08-069

Contact EH&S at 206-543-7262

## Person Reporting Incident

|   |   |
|---|---|
| Last Name: [REDACTED]                         | First Name: [REDACTED]                                    |
| Phone:  | Email: [REDACTED]   |
| Occupation/Position: [REDACTED]               | Department: <b>ENG: Materials Science and Engineering</b> |
| Date Reported (yyyy/mm/dd): <b>2019/08/21</b> | Time of Reporting: <b>11:10 AM</b>                        |

## Person Involved or Affected

|                       |  |
|-----------------------|--|
| Last Name: [REDACTED] | First Name: [REDACTED]                               |
| Phone:                | Email: [REDACTED]                                    |
| Occupation/Position:  | Department: <b>Materials Science and Engineering</b> |

## Incident Details

|  |  |                               |
|--|--|-------------------------------|
| Date of Incident (yyyy/mm/dd): <b>2019/08/20</b> | Time of Incident: <b>3:00 PM</b>                   | When Shift Begins: <b>N/A</b> |
| Campus: <b>Seattle</b>                           | Incident Location/Parking Lot: <b>ROBERTS HALL</b> |                               |
| Room:  | Other:   |                               |

Incident Details:

[REDACTED] was found lying on the floor. He told me he felt some pain in his arms, felt very weak, and clammy. I've asked another staff to call 911, while I talked with [REDACTED]. Emergency crew showed up and took [REDACTED] to the hospital. Later I was told [REDACTED] had a stent inserted into his right artery.

Attachment: No

## Supervisor

|                                       |   |
|---------------------------------------|---|
| Last Name: <b>Yang</b>                | First Name: <b>Jihui</b>                        |
| Phone: <b>+1 206 543-7090</b>         | Email: <b>jihuiy@uw.edu</b>                     |
| Occupation/Position: <b>PROFESSOR</b> | Department: <b>PROV: College of Engineering</b> |

## Classification

**Level 3:**  
 In-patient hospitalization of the injured party or amputation (Please call EH&S immediately at 206-543-7262, or if after daily hours UWPD at 206-685-8973 and ask for EH&S on-call),

## Type of Incident

|   |
|---|
| Injury Description: <b>Heart Disease,</b> |
| Body Parts Affected: <b>Other,</b>        |
| Cause of Injury or Damage: <b>Other,</b>  |

## Possible Causes

|                              |
|------------------------------|
| Equipment:                   |
| Environment:                 |
| Policies / Procedures:       |
| Human Factors: <b>Other,</b> |

## Suggested corrective action by the affected party

|  |
|--|
|  |
|--|

| Supervisor's Comments  |                    |   |               |
|--|--------------------|---|---------------|
| <b>Root Causes:</b><br>(Please look at all the factors that may have contributed to the accident. Such factors may include equipment, environment, policies, procedures, and personnel.) |                    |   |               |
| <b>Recommendations/Preventive Measures:</b>  |                    |   |               |
| <b>Corrective Actions Target Date (yyyy/mm/dd):</b>  |                    | <b>Corrective Actions Complete Date (yyyy/mm/dd):</b> |               |
| <b>Other Comments:</b>   |                    |   |               |
| Second Higher Authority Review   |                    |   |               |
| <b>Last Name:</b>  | <b>First Name:</b> | <b>Phone Number:</b>                                  | <b>Email:</b> |
| <b>Occupation/Position:</b>  |                    | <b>Department:</b>                                    |               |
| <b>Comments:</b>   |                    |   |               |
| Third Higher Authority Review  |                    |   |               |
| <b>Last Name Name:</b>   | <b>First Name:</b> | <b>Phone Number:</b>                                  | <b>Email:</b> |
| <b>Occupation/Position:</b>  |                    | <b>Department:</b>                                    |               |
| <b>Comments:</b>   |                    |   |               |
| EHS Review   |                    |   |               |
| <b>Last Name:</b>  | <b>First Name:</b> | <b>Phone Number:</b>                                  | <b>Email:</b> |
| <b>Occupation/Position:</b>  |                    | <b>Department:</b>                                    |               |
| <b>Comments:</b>   |                    |   |               |



# University of Washington Accident / Incident Report

Report Number: 2019-08-071

Contact EH&S at 206-543-7262

## Person Reporting Incident

|   |  |
|---|--|
| Last Name: [REDACTED]                         | First Name: [REDACTED]   |
| Phone: +1 [REDACTED]                          | Email: [REDACTED]  |
| Occupation/Position: [REDACTED]               | Department: <b>ENG: Materials Science and Engineering-MacKenzie Lab JM Student</b> |
| Date Reported (yyyy/mm/dd): <b>2019/08/22</b> | Time of Reporting: <b>06:17 PM</b>   |

## Person Involved or Affected

|                                 |  |
|---------------------------------|--|
| Last Name: [REDACTED]           | First Name: [REDACTED]   |
| Phone: +1 [REDACTED]            | Email: [REDACTED]  |
| Occupation/Position: [REDACTED] | Department: <b>ENG: Materials Science and Engineering-MacKenzie Lab JM Student</b> |

## Incident Details

|  |   |                               |
|--|---|-------------------------------|
| Date of Incident (yyyy/mm/dd): <b>2019/08/22</b> | Time of Incident: <b>2:00 PM</b>                      | When Shift Begins: <b>N/A</b> |
| Campus: <b>Seattle</b>                           | Incident Location/Parking Lot: <b>BOWMAN BUILDING</b> |                               |
| Room: <b>WCET Lab</b>                            | Other:  |                               |

Incident Details:

At 1:55 PM today, I was sitting on a chair in the WCET Testbeds Lab as [REDACTED] was training [REDACTED] and me to use the screen printer. When I adjusted my arm on my lap, I felt a prick - I had pricked myself with sharp tweezers through my lab coat pocket and drew blood in two spots on my right forearm. The tweezers normally reside in a protective sleeve in my pocket, but they had slipped out. I immediately walked to the sink and ran water over both puncture wounds for 15 minutes (in case of any chemical contamination), applied some antimicrobial gel, and applied a band-aid to each puncture. Since the puncture wounds were small and shallow, first aid was sufficient to address the problem, and we resumed training. Although I clean the tweezers after every use and hadn't used them in lab today, I had responded assuming chemical contamination was still possible.

Attachment: **No**

## Supervisor

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

## Classification

Level 1:  
Injury requiring first aid,

## Type of Incident

|   |
|---|
| Injury Description: <b>Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),</b> |
| Body Parts Affected: <b>Arms,</b>   |
| Cause of Injury or Damage: <b>Tools, Instruments,</b>                                 |

## Possible Causes

|   |
|---|
| Equipment: <b>Using Equipment Improperly,</b> |
|---|

|   |             |  |        |
|---|-------------|--|--------|
| Environment: <b>Sharp Objects,</b>  |             |  |        |
| Policies / Procedures:  |             |  |        |
| Human Factors: <b>Inattention,</b>  |             |  |        |
| <b>Suggested corrective action by the affected party</b>  |             |  |        |
| I have moved the tweezers from my lab coat pocket to a lab drawer. Going forward, I will never store lab coat tweezers or any other sharp objects in my lab coat pocket even if they're stored in a protective sleeve, case, etc.   |             |  |        |
| <b>Supervisor's Comments</b>  |             |  |        |
| Root Causes:<br>(Please look at all the factors that may have contributed to the accident. Such factors may include equipment, environment, policies, procedures, and personnel.)<br>The primary cause was the individual storing a lab tool in his lab coat pocket. Small tools such as tweezers, writing implements, rulers, etc. are often stored in coat pockets in between uses in a single lab visit. These tweezers were needle-nose and able to puncture the lab coat pocket before causing injury. |             |  |        |
| Recommendations/Preventive Measures:<br>Individual was advised not to keep needle-nose tweezers in his pocket. Lab management will update WCET User Manual with explicit instructions on tool use and storage while using the lab to instruct lab users not to put any sharp instruments in lab coat pockets.   |             |  |        |
| Corrective Actions Target Date (yyyy/mm/dd):<br>2019/08/26  |             | Corrective Actions Complete Date (yyyy/mm/dd):<br>2019/08/23 |        |
| Other Comments:   |             |  |        |
| <b>EHS Review</b>   |             |  |        |
| Last Name:  | First Name: | Phone Number:  | Email: |
| Occupation/Position:  |             | Department:  |        |
| Comments:   |             |  |        |

## U-WIDE HEALTH AND SAFETY COMMITTEE

August 14<sup>th</sup>, 2019 Meeting Minutes | 1:00 pm - 2:30 pm | N-130A

|          | <b>Elected Members* (HSC Group)</b>  |          | <b>Appointed Members* (HSC Group)</b> |          | <b>Environmental Health &amp; Safety (EH&amp;S) Staff**</b> |
|----------|--------------------------------------|----------|---------------------------------------|----------|---|
| <b>X</b> | Leslie Anderson, Co-Chair (1)        |          | Paul Zuchowski (3)                    | <b>X</b> | Katia Harb  |
|          | Fieta Robinson (1)                   |          | Katie Beth (3)                        | <b>X</b> | Denise Bender   |
| <b>X</b> | Ryan Hawkinson (1) alternate         | <b>X</b> | Beth Hammermeister (4)                | <b>X</b> | Erin McKeown  |
|          | Sterling Luke (2)                    |          | Liz Kindred, Co-Chair (5)             | <b>X</b> | Scott Nelson  |
| <b>X</b> | Jeff Mellema (2)                     |          | Nicole Sanderson (7)                  | <b>X</b> | Angelina Haggard  |
|          | Carol Harvey (4)                     | <b>X</b> | David Zuckerman (10)                  | <b>X</b> | Manisha Konnur  |
|          | Ann Aumann (5)                       | <b>X</b> | Sonia Honeydew (9)                    | <b>X</b> | Meli Ahumada  |
| <b>X</b> | Natassia Stelmaszek (6)              |          | Lori Anthony (6)                      | <b>X</b> | Diego Oliver  |
|          | Kelly Carter-Lynn (7)                |          |                                       | <b>X</b> | Jenna Gravley   |
|          | David Hirschberg (8)                 |          |                                       | <b>X</b> | Doug Gallucci   |
|          | Hannah Wilson (8)                    |          |                                       |          |   |
|          | Kameron Harmon (9)                   |          |                                       |          |   |
| <b>X</b> | David Warren (10)                    |          |                                       |          |   |
|          |                                      |          |                                       |          |   |
|          |                                      |          |                                       |          |   |
|          | <b>Faculty Senate*</b>               |          |                                       |          |   |
| <b>X</b> | Lesley Colby                         |          |                                       |          |   |
|          | <b>Labor Union Representation*</b>   |          | <b>Ex-Officio Members**</b>           |          | <b>Ex-Officio Members**</b>                                 |
|          | Paula Lukaszek, WFSE Local 1488      |          | Tracey Mosier, UW Facilities          |          | Felicia Foster, Atty General's Office                       |
| <b>X</b> | Christine Kang, UAW 4121             | <b>X</b> | Chris Pennington, UW Facilities       |          | Lt. Chris Jaross, UWPD                                      |
| <b>X</b> | Leandro Casigrahi UAW 4121 Post Docs |          | Steve Charvat, Emergency Management   |          |   |
|          |                                      |          | Megan Levy, Emergency Management      |          | Vacant, Transportation Services                             |
|          |                                      |          | Barry Morgan, Emergency Management    | <b>X</b> | Ken Nielsen, Risk Claims Services                           |
|          |                                      | <b>X</b> | Rick Gleason, DEOHS                   |          | Vacant, Capital Planning & Development                      |

## Agenda

1. **Call to Order and Introductions**
2. **Approval of Meeting Minutes**
3. **Organizational Group Reports**
4. **Union Reports**
5. **Ex-Officio Reports**
6. **EH&S Strategic Plan**
7. **EH&S and WA Labor and Industries Updates**
8. **2020-21 Health & Safety Committee Elections Timeline**
9. **Good to Order**
10. **Adjourn**

*Recorded by Manisha Konnur*

1. **Call to Order and Introductions:** Leslie Anderson called the meeting to order at 1:04pm.

Denise Bender introduced Erin McKeown - the new Accident Prevention Unit Manager, Scott Nelson introduced Diego Oliver - the new Fire and Life safety Specialist, Jenna Gravley - the EH&S Business and Data Analyst introduced herself to the committee, and Leandro Casigrahi introduced himself to the committee as the new representative for the UAW 4121 Post Docs.

2. **Approval of the Meeting Minutes**

June 2019 U-Wide meeting minutes were approved. July 2019 U-Wide meeting minutes were approved as amended.

3. **Organizational Group Reports**

- **HSC 1** - Leslie Anderson and Ryan Hawkinson reported for HSC-1. Katia Harb, the Sr. Director of Environmental Health and Safety talked about the strategic planning of the EH&S department.  
The group reviewed the OARS reports and approved meeting minutes, talked about an upcoming site visit to CoMotion Labs. The group met in the Smith Room at Suzzallo Library due to a conflict with the regular meeting room. The 2020-21 Health and Safety Election Coordinator will be Haley Roady.
- **HSC 2** - Jeff Mellema reported for HSC-2. The group met and approved minutes.
- **HSC 3** - Angelina Haggard reported, Paul Zuchowski couldn't attend the meeting because of the Husky Union Bldg. training with the UWPD. 2020-2021 Health and Safety Election Coordinator will be Paul Zuchowski.
- **HSC 4** - Beth Hammermeister reported for HSC-4. The group met on July 23. Bree Callahan, the ADA Coordinator presented on Service Animals. The

group discussed OARS reports and approved the June meeting minutes. They also discussed the 2020-21 Health and Safety elections. Carol Harvey will be the Election Coordinator.

- **HSC 5** – Angelina Haggard reported, Liz Kindred won't be able to attend today's meeting. Denise Bender mentioned an incident involving a patient with Brucellosis, which is caused by a Biosafety level-2 agent. Approximately 150 people received a prophylactic shot.
- **HSC 6** – Natassia Stelmaszek reported for HSC-6. The group met on July 18. There was no quorum. The group discussed the OARS reports and the upcoming health and safety committee election.
- **HSC 7** – Angelina Haggard reported for HSC-7. Alex Hagen presented on Lab Safety, Natalie Daranyi attended to represent Shop Safety and Eric Stefansson attended to represent BioSafety. Adam Geoffroy, Natalie and Angelina toured the maker space at UW Bothell and is gearing up for the next health and safety elections. They also have a new sponsor, Gowri Shankar.
- **HSC 8** – Leslie Anderson reported for HSC-8. Dave Leonard is no longer with UW Tacoma. Leslie met with the co-chairs last week to talk about how the other safety committees operate and what their responsibilities are. Leslie reminded them that this is a good opportunity to build from the ground up and that she is available as a resource for their group. Angelina Haggard mentioned that the UW Tacoma is hiring a new 'Assistant Campus Safety Director' and part of this position's responsibility includes carrying out the memo of understanding with EH&S
- **HSC 9** – Sonia Honeydew reported for HSC-9. The group met on July 29. They had Kamala Willard, guest speaker from Transportation services and discussed the concerns regarding the bike share policy, jurisdiction and upcoming bike-pedestrian safety campaign. The group reviewed OARS report and discussed an incident involving a car fire.
- **HSC 10** – David Warren reported for HSC-10. There was no meeting last month.

**4. Union Reports:** There were no updates.

**5. Ex-Officio Reports:**

- **Risk and Claim Services:** Ken Nielson reported there were no updates.
- **UWF:** Chris Pennington reported, HSC 2 will be only UW Facilities and Tracey Mosier is the point of contact for the upcoming 2020-21 elections. The group discussed various building projects. Denise Bender mentioned that the McKenzie Building is going to be knocked down and replaced with Founders Hall.
- **Faculty Senate:** Leslie Colby reported the next meeting will be in October.

- **DEOHS:** Rick Gleason reported about an upcoming [Governor's Health and Safety Conference at Tacoma from September 24<sup>th</sup> to September 26 2019](#). There will be at least 50 different safety presentations and encouraged everyone to attend it. Brandon Kemperman from EH&S will be presenting on Hearing Protection. Chris Pennington told the committee she was on the conference planning committee and announced that Rick Gleason will be presenting on Silica.

**6. EH&S Strategic Plan:** Katia Harb presented the EH&S strategic plan. (Presentation will be hyperlinked).

**7. EH&S Updates and L&I Updates:** Denise Bender reported, there are no L&I updates.

**Serious Incident Update:** Erin McKeown gave a brief update on OARS report 2019-08-017 involving a bike-pedestrian accident. Erin will follow up with Transportation Services for help with potential corrective actions.

**8. 2020-2021 Health and Safety Committee Elections:** Angelina Haggard is updating the election guide and will notify members when the guide is available on the EH&S website.

**9. Good of the Order:** Scott Nelson brought up the emergency planning at UW Tacoma and the concerns about the classrooms.

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



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

**September 11, 2019 1:00 – 2:30 PM [William H. Foege Bldg. N-130A](#)**

***This meeting may be audio recorded for the purpose of taking meeting minutes.  
Please notify EH&S if you have any question or concerns.***

| <b>Agenda Item</b>                                | <b>Lead</b>   | <b>Process</b>          | <b>Time</b> |
|---|---|-------------------------|-------------|
| Call to Order                                     | Leslie Anderson, co-chair   | Robert’s Rules of Order |             |
| Introductions (Guests and new members)            | Committee Members   | Discussion              | 5 min       |
| Approval of Meeting Minutes                       | Leslie Anderson, co-chair   | Robert’s Rules of Order | 5 min       |
| U-Wide Charter                                    | Leslie Anderson, co-chair<br>Liz Kindred, co-chair<br>1) Pro’s/con’s to attend U-Wide remotely<br>2) Should Ex Officio members be voting members? | Discussion              | 25 min      |
| Organizational Group Reports and Election Update* | Committee Members   | Discussion              | 15 min      |
| Union Reports                                     | Union Representatives   | Discussion              | 5 min       |
| Ex-Officio Reports                                | Ex-Officio Members  | Discussion              | 10 min      |
| EH&S Updates                                      | Biosafety Manual: Katia Harb  | Discussion              | 5 min       |
| WA Labor & Industries Updates                     | Erin McKeown  | Discussion              | 5 min       |
| Serious Incident Review                           | EH&S  | Discussion              | 10 min      |
| Good of the Order                                 | Leslie Anderson, co-chair   | Discussion              | 5 min       |
| Adjourn   | Leslie Anderson, co-chair   | Robert’s Rules of Order |             |

***Please send ideas for agenda items to the co-chairs Leslie Anderson and Liz Kindred at least 2 weeks prior to the regularly scheduled meeting.***