

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

1. Attending

Michael Domar, AA
Colleen Irvin, BioE
Sean Yeung or Michael Brett, CEE
Michael Pomfret, CEI
Carter Beamish for K. Harmon, ChemE
S. Honeydew or M. Glidden, CoE DO
Alex Lefort or Adrian dela Cruz, CSE
Mike Kane or Bill Lynes, ECE

Erin McKeown or Denise Bender, EH&S
Stacia Green, HCDE
Sheila Prusa or Neelu Rajvanshi, ISE
Svenja Fleischer or Bill Kuykendall, ME
John Young or M. Weaver, MoIES/NanoES
Tatyana Galenko, MSE
N. Shane Patrick or Maria Huffman, WNF

2. Previous Meeting Minutes

- Mar 2020 – approve? Corrections/additions?
- Previous meeting minutes are posted at <https://www.engr.washington.edu/mycoe/safety#> and at each department/group's safety bulletin board.

3. Department Incident Reports (use "5 Why's" analysis for one report)

- CEE @ More – HF spill (Jan)
- AA @ AERB – glove caught in drill press (Feb)
- Collab Core @ Fluke – chemical leaked from bottle (Mar)
- ECE @ HSC – nicked hand while removing PPE (Mar)

4. Group Business

- discuss any COVID-19 safety concerns, current or regarding return to campus
- review and approve Group 9 charter for submission to Dean
- safety presentation from CoE Space Summit

5. UW-Wide Meeting

- March minutes attached
- April agenda attached
 - Approved U-wide charter
 - EH&S COVID-19 update from Katia
 - L&I claims related to potential coronavirus exposure and disinfectants
 - Email disaster@uw.edu to donate hand sanitizer and disinfectant wipes
 - Four new online EH&S courses

6. Member Updates

Next Meeting: May 26th at 2pm, via Zoom

DRAFT Meeting Minutes

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

Meeting Date: March 31, 2020 (via Zoom)

Attended

Michael Domar, AA
Colleen Irvin, BioE
Michael Pomfret, CEI
Kameron Harmon, ChemE
Alexander Lefort, CSE
Sonia Honeydew, DO
Mike Kane, ECE

Stacia Green, HCDE
Erin McKeown, EH&S
Sheila Prusa, ISE
Svenja Fleischer, ME
John Young, MoES/NanoES
Tatyana Galenko, MSE
N. Shane Patrick, WNF

Absent

J. Sean Yeung, CEE

Previous Meeting Minutes

- February 2020 – draft approved with minor correction. Sonia to ask Denise for lead drop-off/pick-up flyer link.
- Previous meeting minutes are at: <https://www.engr.washington.edu/mycoe/safety#>. EH&S recommends each department/group post paper copies on their safety board. Inform employees of the name of their rep; best practice is to post name by meeting notes.

Incident Reports

- MSE @ Mueller – needle stick while uncapping syringe (Jan). Poked index finger while uncapping syringe. The TA handled it well. Lab manager called Hall Health regarding specific chemical exposure; they said it should be fine but provided MSDS so that student would have that ready during any medical follow-up. Lab manager followed up with TA and found the students were drawing chemical into needle and should not have been recapping syringes. Colleen says general protocol is that you never recap a needle, for exactly this reason. The students rotate through this lab every two weeks, and this safety issue will be addressed at each rotation.

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- ECE @ HSEB – lacerated finger on monkey cage (Jan). Factors included rushing and unnecessary amount of hardware mounted inconveniently on front of cage. Protocol updated to improve PPE (gloves) and to only mount the necessary hardware on the front of the cage.
- CEE @ More – HF spill (Jan). Discuss in April.
- MSE @ MoES – needle stick in thumb (Jan). Someone put sharps in the wrong place; they have updated sharps safety training for all lab members.
- MSE @ Ben – waste container exploded in fume hood (Jan). Lab members were nearby and heard hiss, explosion and secondary explosions from fume hood; they called the lab manager right away. Some material was on the floor. This happened around 4:45pm on a weekday, and there was a delay in reaching EH&S (via UWPD to EH&S “on call” personnel) after hours for spill cleanup guidance. It sounds like this delay (approximately half an hour) is standard after hours. Shane noted that EH&S provides guidance and may coordinate spill cleanup contractors but does not provide emergency response, and Erin concurred. Shane comments that spill procedures should be well documented. Kameron asks whether it might be better for EH&S hours to better match most common research hours (10am-7pm) rather than 8am-5pm. The lab performed cleanup themselves with baking soda. Nitric acid may have been the culprit in the waste mix. It is an oxidizer that reacts with organic material and has caused many explosions on campus. The new lab manager was preparing for collection of old waste, but someone added waste to one of the old waste containers. Tatyana noted that lab safety inspections include an item about avoiding overcrowding in the hood; such clutter may have contributed to the unfortunate use of old waste container. Colleen suggests that to avoid accidents, lab establish waste streams of materials they know are compatible; should not have added waste to an old container with contents that could not be verified. Recommendation: lab policy to do chemical work with a buddy, particularly after hours. Sonia questioned “near miss” designation and Erin clarified that the only non-injury choices in the OARS reporting system are “near miss” and “property damage only”; a fallacy that should be corrected in the next reporting system. Mike Pomfret notes that in his lab they must neutralize any acid waste before adding it to a waste container. Colleen asked if he could share their written protocols for neutralizing process. Protocols are specific to chemical, e.g. piranha.
- ME @ MEB – mercury spill during surplus (Feb). The ME department/building has a designated surplus staging area in the basement. There is currently a lot of lab changeover and thus much surplus, so a student assistant was enlisted to help with surplus pickup. Surplus personnel had mostly emptied the area, revealing the old manometer, and the student assistant asked surplus personnel to remove that extra item. They agreed and the spill occurred when they carried it out, despite being capped at the top, so there must have been a leak somewhere. The department

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double-bagged the device for containment, cleaned the spill appropriately and EH&S followed up the next day to measure room air (because mercury has a high vapor pressure so it can become airborne). *Five Why's: neither student assistant nor Surplus personnel identified the hazard, because it was not labelled and not scheduled part of surplus pickup, because it had been forgotten at the back of the departmental surplus area, because there was not a better place to put it, because years ago a predecessor had been unsuccessful in multiple attempts to have it picked up by EH&S, because it is too tall to fit in the regular mercury hazardous waste collection container.* This spill generated urgency to resolve the challenge of picking up the oversized mercury waste. The manometer wouldn't fit in the drum EH&S brought so EH&S proposed breaking the device to fit it, but because this might create additional exposure, the lab manager recommended it be packed intact even though it was taller than drum. Why not pour mercury from it? Probably not possible to reliably drain every bit of mercury from the device, so that probably still would have left an oversized, heavily mercury-contaminated object to deal with. Follow-up for surplus area/protocols: added signs that no hazardous materials should be left in the surplus area, sent department-wide reminder email, and cautioned student assistants to beware unlabeled hazardous materials and seek assistance if they don't recognize something. Department is considering locking the surplus area and requiring assistance for access, but the current lock is accessible to all local faculty and staff. Michael Domar suggests a surplus checklist that includes listing item name. Most lab equipment requires a Decontamination Form anyway, which lists item name. Svenja tries to make it easy to complete decon forms, providing signs, forms and pens onsite. Colleen suggests that labs handle their own surplus from their spaces; department can discuss. Shane and Svenja comment that it can be difficult to get mercury-containing items collected; Erin suggests asking Matt Moeller and notes that UW is under a 90-day transfer agreement (by regulation, EH&S cannot hold this waste for more than 90 days) so if EH&S cannot find a vendor to take it, they may have to delay pickup from lab/department. Shane will check with Matt Moeller.

- AA @ AERB – glove caught in drill press (Feb). Discuss in April.

Group Business

- Discussion: campus response to COVID-19
 - See [UW COVID-19 FAQ page](#) for latest updates.
 - UW personnel are asked to track COVID-19 expenditures. Look for official documentation of this; this may have just gone to Administrators, who then told their departments. Equipment Inventory Office (EIO) sent out a note to tag COVID-19 telework equipment expenditures; Kameron will forward that to Group 9.

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- Facilities' Building Services (custodial services) started "enhanced cleaning" (of touchpoints) 3/9 and hoped to finish all common areas by 3/30 but then decided to continue the effort for six months. Additionally, Building Services managers are tracking "deep cleaning" (of all surfaces) of rooms, usually tagged and locked afterward. When asked 3/31, Customer Care indicated that it is best if occupants do not use a tagged "deep cleaned" room unless necessary, and if we do use it we should mark that on the tag, plus it would be helpful to tell the custodial area manager. FYI restrooms are deep cleaned daily. Update from Erin: Building Services may be slowing down their deep cleaning efforts and/or change their protocol due to complaints from the cleaners. Apparent reduction in custodial staffing or available personnel noted by Colleen at Foege BioE. Kameron was told there would be no more deep cleaning at Benson.
 - On 3/10 Dean Allbritton emailed about teleworking and time off during COVID-19, and on 3/17 about online resources for teaching, learning, and remote work.
 - In the 3/19 Facilities' quarterly Building Coordinator Forum, it was specified that when we identify additional positive cases of COVID-19 in a UW community member (or close family member thereof), we should tell EH&S' Employee Health Center (685-1026 or emphlth@uw.edu). EH&S tracks cases and works with Facilities Customer Care to verify that the appropriate UW space is cleaned by Building Services. EH&S (or CC?) usually advises the BC.
 - At the 3/19 BC Forum it was announced that Facilities has disinfectant and cloths available to occupants upon request through Customer Care or FS Works, and they hope to have disinfectant wipes in April. BioE has received disinfectant and cloths through this process, but wipes were not available. Confirmed 3/31 they are not out of disinfectant and cloths yet and there is no charge.
 - Regarding building security after 3/20 switch to "limited building access," Facilities asked Building Coordinators to distribute temporary CAAMS keys to vendors and coordinate each building's Mailing Services protocol. Sonia please forward to Group 9 the Mailing Services email with options for delivery service.
 - How are other buildings handling the identification of essential/critical employees (who can enter the building if asked/needed)? HR determines? Department determines; if you think you ought to be designated as such, speak up for consideration.
- Review and approve Group 9 charter for submission to Dean – save for April.

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UW-Wide Meeting

- February minutes in packet.
- March meeting (first via Zoom) agenda in packet. Highlights included:
 - COVID-19 update, including first L&I claims
 - U-Wide Charter review
 - UWEM asks we all document COVID-19 responses and challenges for future responses and business continuity planning
 - Walking and Working Surface Inspection Checklist introduced by Denise Bender. Sonia forward to Group 9 with brief explanation.

Department Updates

- AA – department determined who were critical employees; Chair reached out to all to self-identify on Google sheet. Identified critical processes and checks. Only COVID-19 related work continues in the building.
- BioE – labs pursuing COVID-19-related work remain in operation; some people in almost all labs listed as critical; Colleen as Facilities Manager and Building Coordinator is listed as critical.
- ChemE – Chair asked for list of critical personnel and reviewed to approve, allowing only critical personnel in offices and about 30 lab researchers onsite in staggered schedule across three buildings.
- CSE – Question about who is tracking critical personnel... apparently Administrators received an email to make a list by 5pm on the 25th. Regarding last month's OARS report on Loading Dock water hazard from roof drain: Bob Dylan is working with the architects. The ballasted roof allows rain in more easily. They are installing a ballasted pipe, so that this route is only the secondary not primary drain. They are also cutting a path for water flow in the cement by the loading dock door.
- ECE – Mike as Facilities Manager is one of the only essential people there.
- HCDE – Jane as Building Coordinator is in and out of the building, and a few professors have been on campus. Department managed to send a few 3D printers home with students for their classwork.
- ME – Supervisors advised departmental Administrator of who were designated essential/critical for campus access. Four technical staff and IT person designated as essential staff, but only go into the office when they must, such as to receive packages.

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- MSE – They are filming videos for remote learning lab work. IT person is there, and some admin office staff rotates. Building has some security door issues (through keyed door) and outsiders have been accessing the building. Air pressure too high so exterior door doesn't always close all the way. Facilities seems to be operating on a skeleton crew.
- CEI – Michael as A.D. of Operations is only critical personnel; goes in three times a week to perform critical safety checks. Some equipment went down. There is one Masters Student working with a PI from ChemE who is requesting access; Michael will check with ChemE Chair.

Next Meeting

- April 28th, 2020 at 2pm via Zoom



University of Washington Accident / Incident Report

Report Number: 2020-01-076

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: ENG: Civil and Environmental Engineering- Admin Staff
Date Reported (yyyy/mm/dd): 2020/01/23	Time of Reporting: 02:35 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Civil and Environmental Engineering - PM Ray

Incident Details

Date of Incident (yyyy/mm/dd): 2020/01/16	Time of Incident: 2:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MORE HALL	
Room: 324	Other:	

Incident Details:

Sample tube (50 mL falcon) containing 10 mL of 40% HF and 1 gram of vanadium aluminum carbonate (V2AlC) was on sample rack without the lid, awaiting transfer into waste bottle. The researcher accidentally knocked the tube, causing it to fall, spilling 1 mL of the solution inside the fume hood. The tube was quickly picked up and placed back in the rack. [REDACTED] was not exposed to the solution (no splash).

[REDACTED] recovered most of the solution with a transfer pipet, which was placed back into the 50 mL falcon tube. There was no HF spill kit available, but she contacted a nearby lab mate to locate the MSDS and calcium carbonate to neutralize the remaining solution. She then placed calcium carbonate powder onto the affected area in the fume hood to neutralize the HF, and mixed well using kimwipes. The powder was then packaged into double bagged hazardous waste using kimwipes. Afterwards, water was used to wipe down the area.

[REDACTED] was wearing all proper PPE (goggles, face shield, surgical mask, lab coat, HF apron, nitrile glove, and silver shield gloves), and had completed the online HF training. [REDACTED] was working alone at the fume hood, but a lab mate was nearby.

The lab did have calcium gluconate gel (purchased for exposure), which [REDACTED] applied to her hands out of an abundance of caution (she was wearing silver shield gloves when handling the HF clean-up).

Attachment: No

Supervisor

Last Name: Ray	First Name: Jessica
Phone: +1 206 221-0791	Email: jessray@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: ENG: Civil and Environmental Engineering

Classification

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

Type of Incident

Injury Description: None,
Body Parts Affected: None,

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

Cause of Injury or Damage: **Chemicals, Contact with Object: Bumped into Something,**

Possible Causes

Equipment:

Environment:

Policies / Procedures: **Appropriate Procedures Non-existent, Inadequate Instructions, Procedures, Inadequate Planning, Preparation,**

Human Factors: **Inadequate Training, Inattention,**

Suggested corrective action by the affected party

Don't open cap of falcon tube until we are prepared for the transfer of HF.

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.)

Factors that may have contributed to the accident include a lack of standard operating procedures regarding safe handling and use of hydrofluoric acid.

Recommendations/Preventive Measures:

A corresponding standard operating procedure will be written and signed by all lab members to ensure safe handling of hydrofluoric acid in the future.

Corrective Actions Target Date (yyyy/mm/dd):
2020/01/27

Corrective Actions Complete Date (yyyy/mm/dd):
2020/01/23

Other Comments:

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2020-02-048

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: Knowlen	First Name: Carl
Phone: +1 206 543-7159	Email: knowlen@uw.edu
Occupation/Position: RESEARCH ASSOCIATE PROFESSOR	Department: ENG: Aeronautics and Astronautics
Date Reported (yyyy/mm/dd): 2020/02/11	Time of Reporting: 09:47 AM

Person Involved or Affected

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

Incident Details

Date of Incident (yyyy/mm/dd): 2020/02/10	Time of Incident: 4:15 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot:	
Room: 012	Other: AERB	

Incident Details:

After turning off the drill press, student's glove got caught in spindle which twisted the glove and fingers, resulting in a sprained middle finger on the right hand.

Attachment: **No**

Supervisor

Last Name: Knowlen	First Name: Carl
Phone: +1 206 543-7159	Email: knowlen@uw.edu
Occupation/Position: RESEARCH ASSOCIATE PROFESSOR	Department: ENG: Aeronautics and Astronautics

Classification

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

Type of Incident

Injury Description: **Bruise, Contusion, Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound), Fracture, Dislocation,**

Body Parts Affected: **Fingers,**

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

Possible Causes

Equipment: **Using Equipment Improperly,**

Environment:

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

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

Suggested corrective action by the affected party

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

Do not use gloves with rotating machinery.

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 wearing loose fitting gloves while using a drill press, which is inappropriate use of PPE and key factor in this incident. He was assisting contractors () with assembling an experimental apparatus. Student was instructed to drill a hole adjacent to another hole in a thin (1/16") sheet of SS. The material between the holes was to be removed with a file to form a slot. Student had just finished the drilling on his 3rd piece when his glove got caught in the spindle. The spinning spindle wrapped glove and hand around it, students nearby quickly shut off the machine and helped him extract hand and glove. Even though the student was introduced to the drill press and shown how to operate it, he was inexperienced and had not been through the shop safety training (where he would of learned that wearing gloves for machining processes is not recommended). Had the contractor known the student was not shop safety certified, he would not of asked the student to help with this task.

Recommendations/Preventive Measures:

Review safety training status of all students working in the lab and enforce policy of not allowing anyone without proper training to use the power tools.
Clearly identify the shop certification status of student volunteers so that they are not asked to do something they are not qualified to do.

Corrective Actions Target Date (yyyy/mm/dd):
2020/02/14

Corrective Actions Complete Date (yyyy/mm/dd):
2020/02/12

Other Comments:

Student has been debriefed and all information for this incident has been gathered. Recommended corrective steps have been taken.

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2020-03-020

Contact EH&S at 206-543-7262

Person Reporting Incident		
Last Name: Patrick	First Name: Nicholas	
Phone: +1 206 221-1045	Email: patricns@uw.edu	
Occupation/Position: RESEARCH SCIENTIST/ENGINEER 3 (E S 8)	Department: ENG: Collaboration Core - WNF Staff	
Date Reported (yyyy/mm/dd): 2020/03/04	Time of Reporting: 04:44 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): 2020/03/04	Time of Incident: 12:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: FLUKE HALL	
Room: 135	Other:	
<p>Incident Details:</p> <p>In compliance with facility buddy policy, subject student and one other were working to transfer chemical (EKC 830) from the transfer/staging room to final destination within the cleanroom facility. Both students were in compliance with chemical lab clothing policies and in full cleanroom attire (hairnet, shoe covers, inner pair of nitrile gloves, hood, face mask, coverall suit, overboots, outer pair of nitrile gloves, safety glasses). Additionally the other student was in full PPE (Tyvek chemical apron, face shield, neoprene chemical gloves) as the person handling the chemical transfer, though the subject student was not as he was the buddy/assistant. Many chemicals for cleanrooms arrive in plastic bags to facilitate cleanliness and particle control. The PPE-wearing student had partially opened one of these bags for the EKC 830 and went to reposition it for a better cut. In doing so it became evident the bottle inside had leaked as some of the chemical on the side of the plastic splattered out, landing on the subject student's outer pair of nitrile gloves. Subject student immediately removed outer nitrile gloves and replaced them with new ones, carefully disposing of the contaminated pair. The PPE wearing student remove the bottle from the packaging, used cleanroom non-woven wipes to wipe the exterior of the bottle, and then left it sitting on the chemical transfer cart, discarding the plastic bag. The two students left the bottle sitting in the chemical cart and completed transferring the other chemicals they were working with. Chemical transfer process began at approximately 10:45am, and I was made aware of the situation by a fellow staff member at approximately 12:35pm. My coworker made sure the site was safe and signage posted until I could return to the facility to investigate. Investigation began at approximately 2:15pm. I donned PPE myself and entered the transfer area. I found the bottle sitting on the chemical transfer cart and it was evident at first glance that the cap was not fully secured on the bottle. Judging by the level of chemical in the bottle, I estimate less than 100mL of actual chemical was spilled. Using a universal hazmat absorbent pad per the SDS control measures, I removed the lid and wiped down the inside of the lid and all threads before firmly sealing the bottle and proceeding to wipe down the exterior, being sure not to cross-contaminate. A small amount of the chemical was pooled around the base of the bottle on the cart indicating the wipe down by the students had not been thorough enough. I absorbed the spilled chemical and disposed of the absorbent pad. I then use non-woven clean wipes and 70/30 IPA/Water from a wash bottle to decontaminate the external surfaces of the bottle and the cart, going over all surfaces approximately 5 times to ensure no residue remained. The bottle was then labeled as waste and placed on a secondary containment platform for collection with the next EH&S chemical pickup. The exposed gloves, absorbent pads, plastic bag, and other contaminated solid waste were bagged and disposed of with the lab's main solvent-contaminated solid waste stream.</p>		
Attachment: Yes		
Supervisor		
Last Name: Patrick	First Name: Nicholas	

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

Phone:+1 206 221-1045		Email:patricns@uw.edu	
Occupation/Position:RESEARCH SCIENTIST/ENGINEER 3 (E S 8)		Department:ENG: Collaboration Core - WNF Staff	
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: Chemicals,			
Possible Causes			
Equipment: Defective Material,			
Environment: Chemicals,			
Policies / Procedures: Inadequate Planning, Preparation,			
Human Factors: Inattention,			
Suggested corrective action by the affected party			
Review of chemical transfer procedures, including detailed inspection to ensure all chemical bottles are in sound condition prior to initiating transfer. Review of chemical spill procedure - notably that personnel are only to handle chemical spills for which they are sufficiently trained to respond to. in the case of our URAs, this means to alert the nearest staff member to tend to the matter, or to sound an evacuation if the spill is unconfined and represents a threat to life or safety.			
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.) Bottle was either improperly sealed at factory or somehow came loose during shipping and handling up to time of transfer. Inattention to details: failure properly assess that chemical bottle was in sound condition prior to transfer.			
Recommendations/Preventive Measures: Reinforce proper procedures with URAs at next student staff meeting.			
Corrective Actions Target Date (yyyy/mm/dd): 2020/03/10		Corrective Actions Complete Date (yyyy/mm/dd): 2020/03/13	
Other Comments: Student meetings are on Tuesdays. Have already reviewed proper procedure with the involved students.			
EHS Review			
Last Name:Konnur	First Name:Manisha	Phone Number:+1 206 221-1759	Email:mkonnur@uw.edu
Occupation/Position:		Department:	
Comments:forwarded to Tracy Harvey - MK 3/4			



University of Washington Accident / Incident Report

Report Number: 2020-03-054

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: Electrical & Computer Engineering Yazdan-Shahmorad Lab JM Student
Date Reported (yyyy/mm/dd): 2020/03/19	Time of Reporting: 03:39 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Electrical & Computer Engineering Yazdan-Shahmorad Lab JM Student

Incident Details

Date of Incident (yyyy/mm/dd): 2020/03/19	Time of Incident: 3:15 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MAG H.S.C./I	
Room: 363/357	Other:	

Incident Details:

My right hand hit the wall while removing PPE, and nicked my hand just enough to draw blood. This was not in an area of the lab where animals have ever been. Just for good measure, I scrubbed the injured area with a scrub kit for 15 minutes and proceeded to write this OARS report.

Attachment: **No**

Supervisor

Last Name: Haun	First Name: Toni
Phone: +1 206 221-6843	Email: tonihaun@uw.edu
Occupation/Position: RESEARCH SCIENTIST/ENGINEER 1 (NE S 6)	Department: SOM: Bioengineering: Dr. Yazdan Lab

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: **Hands, Wrists,**

Cause of Injury or Damage: **Structures, Surfaces,**

Possible Causes

Equipment:

Environment: **Other,**

Policies / Procedures:

Human Factors:

Suggested corrective action by the affected party

Supervisor's Comments

Root Causes:

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

██████ was unfamiliar with the rearrangement of the small space for removing PPE.

Recommendations/Preventive Measures:

We will continue to pilot different organizations of the space to optimize PPE removal and safe exit from the area.

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

2020/03/25

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

Other Comments:

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:

U-WIDE HEALTH AND SAFETY COMMITTEE

March 11, 2020 Meeting Minutes | 1 p.m. - 2:30 p.m. |

	Elected Members* (HSC Group)		Appointed Members* (HSC Group)		Environmental Health & Safety (EH&S) Staff**
X	Ryan Hawkinson (1)	X	Mark Pekarek (2)	X	Katia Harb
X	Carmen Parisi (1)		Kurt Oglesby (3)	X	Denise Bender
	Erick Rostad (2)	X	Mark Pekarek	X	Erin McKeown
X	Christine Aker (4)		Liz Kindred, Vice-Chair (5)	X	Manisha Konnur
X	Tony Colinares (3)	X	Beth Hammermeister (4)		
X	David Zuckerman (10)	X	Adam Geoffrey (7)		
	Sarah O'Hara (6)	X	David Warren (10)		
X	Tamara Leonard (6)		Susan Wagshul-Golden (8)		
X	Sonia Honeydew, Chair (9)		Anne Sumpter (5)		
X	Colleen Irvin (9)				
X	Wade Haddaway (8)				
X	Martin Arroyo (7)				
	Faculty Senate*				
X	Lesley Colby, Dept. of Comparative Medicine				
	Labor Union Representation*		Ex-Officio Members**		Ex-Officio Members**
	Paula Lukaszek, WFSE Local 1488	X	Chris Pennington, UW Facilities		Felicia Foster, Atty. General's Office
X	Christine Kang, UAW 4121	X	Tracey Mosier, UW Facilities		Nancy Gwin, Atty. General's Office
X	Amanda Clouser, UAW 4121	X	Rick Gleason, DEOHS		Lt. Chris Jaross, UWPD
	Ann Aumann, SEIU 925	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 is 13 of the elected and appointed members					
*voting members					
**non-voting members					

Agenda

1. **Call to Order and Introductions**
2. **COVID-19 Update**
3. **U-Wide Charter review**
4. **Organizational Group Reports**
5. **Union Reports**
6. **Faculty Senate Reports**
7. **Ex-Officio Reports**
8. **L&I and EH&S Updates**
9. **Good of the Order**
10. **Adjourn**

Recorded by Manisha Konnur

Based on the guidance from public health agencies and the UW Advisory Committee on Communicable Diseases, EH&S decided to conduct the meeting via Zoom.

1. **Call to Order and Approval of February Meeting Minutes.**

Sonia Honeydew called the meeting to order at 1:10 pm. She announced that the meeting will be recorded and went over Zoom features. She noted that some members were on the phone and others were on Zoom and established how votes would be done.

February U-Wide meeting minutes were approved as amended.

2. **COVID-19 Update**

Katia Harb gave an update on the current COVID-19 outbreak. UW Advisory Committee on Communicable Diseases is meeting daily, in discussion with UW leadership, and preparing for more cases in the community. EH&S is supporting the campus response and suggesting departments update their business continuity plans. She indicated that EH&S is still fully operational and has implemented social-distancing protocols by conducting large meetings via Zoom and postponing all in-person safety training events in the month of March. Katia reported, there has been one case of COVID-19 in the UW Community (not including the UW Medical Center). Since learning of this diagnosis, the UW has deep-cleaned the employee's building, and employees who came in direct contact with the individual were asked to self-quarantine for 14 days. The UW Employee Health Center will evaluate each of the quarantined employees before they return to work. Please review the UW COVID-19 FAQ page daily as it is updated frequently.

Lesley Colby had questions about non-essential employees who want to report to work. Katia encouraged Lesley to contact Human Resources (HR) with these questions. Katia also mentioned



that the department's Business Continuity Plan could be updated regarding a supervisor's designation of essential personnel.

3. U-Wide Charter Review:

The committee discussed edits of the U-Wide Health and Safety Committee Charter. The following language was approved during the meeting:

The U-Wide Committee meetings will be held monthly for less than 90 minutes. The date of the monthly meetings will be determined at the first meeting of each new term. A meeting can be extended by a majority vote.

Later in the meeting, the committee agreed to distributing the draft U-Wide Meeting Agenda one week prior to the U-Wide Meeting.

The committee decided to table the remaining edits to the Charter and discuss them at their next meeting.

4. Organizational Group Reports

Sonia reminded all U-Wide representatives that they should limit their reports to committee activities and keep their reports to five minutes or less, per the time allowed on the agenda.

HSC 1 –Ryan Hawkinson said that HSC-1 met via Zoom this morning (March 11). They approved both the January and February meeting minutes and reviewed OARS reports.

HSC 2 – Mark Pekarek said that HSC-2 met, but have no updates.

HSC 3 –Tony Colinares said that HSC-3 met and reviewed accident reports. They discussed having a demonstration and examples of 'cut gloves' at their next committee meeting.

HSC 4 – Christine Aker and Beth Hammermeister said that HSC-4 met and elected a new Chair, Christine Aker. They discussed OARS reports. They also had a presentation on lab plastic and glass recycling.

HSC 5 – There was nobody in attendance from HSC-5.

HSC 6 –Tamara Leonard said that HSC-6 met, reviewed OARS reports, and approved meeting minutes. The committee elected two U-Wide representatives, Tamara Leonard and Sarah O'Hara. They also selected a secretary, Deborah Skorstad and a Chair, Eric Camp. HSC-6 had concerns with EH&S over OARS reports, specifically the 'EH&S Review' section. Tamara mentioned that the committee discussed the ventilation issues in the Art Building, including the third floor spray paint room that is currently locked for exhaust fan maintenance. She wonder when it would be available.



HSC 7 – Adam Geoffroy said that HSC7 met on March 10 via Zoom, and reviewed their Charter and their Accident Prevention Plan. Adam said that the UW-Bothell Campus is open but has suspended all in-person classes and dining services. UW Bothell is referencing UW Seattle’s FAQ page on how to deal with COVID-19. Adam said that committee has not yet confirmed their selection for the Chair of HSC 7.

HSC 8 – Wade Haddaway reported that HSC-8 will meet March 12. Tacoma campus is very empty with classes out.

HSC 9 – Sonia Honeydew reported that HSC-9 met on February 25 and discussed OARS reports. Scott Nelson, EH&S Fire Safety & Engineering Manager, was a guest speaker. Scott discussed battery storage safety and talked about the work EH&S is doing to track and consolidate Seattle Fire Department permits for hazardous materials. He said that EH&S is using MyChem to track permit status and assignment, per room.

HSC 10 – David Warren reported that HSC-10 met last month and reviewed OARS reports. He said that he and David Zuckerman will Co-Chair HSC-10 in the new term. The departments in this committee are working toward better training and SOPs for the use of equipment in shops and during field work. They use power tools, forklifts, chainsaws, etc.

5. Union Reports: Christine Kang and Amanda Clouser did not have any updates.

6. Faculty Senate Reports: Lesley Colby did not have any updates.

7. Ex-Officio Reports:

UW Facilities: Tracey Mosier and Chris Pennington said they had nothing to report.

Claims Services: Ken Nielsen said that Labor & Industries (L&I) is working on developing guidance on how to deal with COVID-19 claims. To date, there have been approximately 20- 25 claims submitted to L&I. Ken explained that L&I will base their acceptance on the level of exposure risk. Medical Center associated claims will be considered first and medical costs for testing will be covered for accepted claims. The higher risk and exposures unit will manage those claims. The general population’s claims will be evaluated with a different standard.

DEOHS: Rick Gleason said he had no updates.

Emergency Management: Steve Charvat reported that the [Emergency Operations Center](#) (EOC) was activated last week, but are now using virtual methods to communicate. He reminded the committee to remind departments to update their ‘Business Continuity Plan’. Steve also asked that we document our COVID-19 responses for future continuity planning.

Attorney General’s Office: Staff from the Attorney General’s Office did not join the meeting.

UWPD: Lt. Chris Jaross did not join the meeting.

8. L&I updates: Erin McKeown provided an update on the Labor & Industries inspection at Fleet Services where there was an alleged employee exposure to fuel, brake dust, and exhaust. L&I



conducted a closing conference, and issued a general violation with no monetary penalty for lack of carbon monoxide exposure monitoring information. EH&S conducted the monitoring prior to the closing meeting and is awaiting a final notice showing that the violation has been abated.

Denise Bender added that EH&S will begin monitoring for potential exposures at other similar sites that burn fuel.

EH&S updates: Denise Bender reported that WISHA (Washington Industrial Safety and Health Act) will be adopting their regulations on walking and working surfaces in March and the new rules become effective in June 2020. She said that the new rule will require periodic inspections. The Fall Protection Program has been updated and you can find a ['Walking and Working Surface Inspection Checklist'](#) on our website. The new regulation indicates that any hazardous conditions with walking working surfaces must be corrected immediately or guarded to protect against exposure to hazard. Denise encouraged committee members to look over the checklist and consider using it. She said that a plan for implementation of checklists could be discussed at committee meetings in addition to reaching out to building coordinators for their thoughts on how to execute this new requirement.

9. Good of the Order:

Christine Aker reported Seattle public schools will be closing starting tomorrow (March 12) for a minimum of 14 days.

Beth Hammermeister requested more pressure-washing of walking surfaces around campus. She commented that we seem to have a lack of staffing for this service and wondered if it could be discussed at the next U-Wide meeting.

David Warren asked if HSC-10 committee members can elect and send a proxy to the U-Wide meeting when necessary. Sonia confirmed that this is allowed, but that we should notify the Chair and EH&S prior to the meeting.

Tamara Leonard said that the Burke Museum will be closed March 12 - 31.

Chris Pennington mentioned that UW Athletics announced suspension of athletic-related activities.

10. Adjourn: Sonia adjourned the meeting at 2:22 pm.

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

April 8, 2020

1:00 p.m. – 2:30 p.m.
Zoom- screen required

Agenda Item	Lead	Process	Time
Call to Order	Sonia Honeydew	Robert's Rules of Order	
Attendance/Quorum	Sonia Honeydew	Discussion	5 min
Approval of meeting minutes	Sonia Honeydew	Discussion	5 min
Charter edits	Sonia Honeydew	Discussion	5 min
COVID-19	Katia Harb	Discussion	15 min
Organizational Group Reports*	Committee members	Discussion	20 min
Union Reports	Union representatives	Discussion	5 min
Ex-Officio Reports	Ex-Officio members	Discussion	10 min
EH&S Updates - L&I - General updates	Erin Katia or Denise	Discussion	15 min
Good of the Order	Sonia Honeydew	Discussion	10 min
Adjourn	Sonia Honeydew	Robert's Rules of Order	

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