

Agenda – May 26, 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
Kameron Harmon, ChemE
S. Honeydew or M. Glidden, CoE DO
Alex Lefort or Adrian dela Cruz, CSE
Mike Kane or Bill Lynes, ECE

Andreea Minea 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

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

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

- No new reports in April, and no report backlog.

4. Group Business

- review COVID-19 planning resources and any safety concerns
- Provost's safety directive goals for 2020
- safety presentation from CoE Space Summit
- response to Walking/Working Surface checklist

5. UW-Wide Meeting

- April minutes attached
- May agenda attached. Highlights:
 - EH&S COVID resources section on "masks and other PPE" was updated.
 - UW developing contact tracing procedures before we return to work.
 - EH&S developing a document on performance requirements for plexiglass barriers.
 - UW developing a central digital storefront for purchasing critical supplies needed to return to work.
 - Return to Work committees are developing an enterprise-wide Return to Work COVID-19 prevention plan template; each unit will customize.
 - Vendors on campus required to wear mask and complete attestation.
 - OARS Dashboard presentation -- review of program features.
 - Track all COVID-related costs.
 - Denise's group provides fit testing for respiratory protection.

6. Member Updates

Next Meeting: June 30th at 2pm, location TBD (Zoom or Loew 355)

DRAFT Meeting Minutes

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

Meeting Date: April 28, 2020 (via Zoom)

Attended

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

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

Absent

none

Introduction

- Welcome Andreea Minea, the new Accident Prevention Specialist in Occupational Safety & Health at EH&S. Andreea will attend our Group 9 meetings like her predecessor, Angie Haggard. Andreea's email contact is am345@uw.edu.

Previous Meeting Minutes

- March 2020 – corrected draft approved.
- 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, and inform employees of the name of their rep; best practice is to post rep name by meeting notes.

Incident Reports

DRAFT Meeting Minutes

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

- CEE @ More – HF spill (Jan). The lab was newly working with hydrogen fluoride and lab members had done the HF online training, but the lab didn't have a fleshed-out SOP for HF. While moving a 50 ml tube within the fume hood to a waste container, the lab member set down the uncapped tube to open the waste container, and accidentally knocked over the tube with their arm when they returned to it. The spill was a slurry of about 1ml. The lab member(s) were wearing proper PPE. The lab did not have a proper HF spill kit but members found the appropriate compound in the lab. (Note: you can just add calcium carbonate to a standard spill kit to prepare for HF spills.) The lab has now improved their SOP, bought calcium gluconate, and enforces buddy system. HF exposure can create delayed damage to nerves, so it is a good idea to seek medical attention. Is there a way to be alerted when a lab purchases HF? No, there are no HF purchasing controls.
- AA @ AERB – glove caught in drill press (Feb). An undergraduate student assisting contractors caught their glove in a spindle, twisting the glove and fingers. This did require medical attention – one sprained finger – but the student was back the next day. The incident was reviewed that next day and determined it was an error to choose loose-fitting gloves when working with rotating machinery. Within 48 hours the contractor had put up signs. The student had not taken the shop safety training required before using shop machinery. Please note that EH&S has just posted a [new online class on Hand and Power Tools](#), in addition to shop safety training.
- Collab Core @ Fluke – chemical leaked from bottle (Mar). Student was transferring chemical from storage to facility for use. Student correctly followed PPE requirements and processes for transfer, but failed to assess bottle condition before transfer. The loose lid on the bottle allowed chemical into the bottle bag. There was a small splash onto a second student assisting with transfer, so the student removed and replaced the affected nitrile gloves. In violation of policy the students performed a small amount of cleanup; they should have stopped to alert staff and/or evacuate. This corrosive chemical can cause skin irritation, but no symptoms were reported; thus the incident is categorized as a Near Miss. Five Why's: Possible insufficient training or insufficient reiteration led to a failure to follow chemical cleanup process, which came about because of a spill caused by failure to assess a defective bottle, which failed either due to a manufacturing error or a problem during shipping and handling.
- ECE @ HSC – nicked hand while removing PPE (Mar). The scientist was removing PPE where they normally doff, but they need more space for doffing there. Will Group 4 review this as well?

Group Business

- Discussion of COVID-19 safety concerns for current operations or return to campus:

DRAFT Meeting Minutes

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

- The UW Emergency Operations Center continues virtual activation. UW has established committees tasked with creating guidance for our Return to School and Return to Work – Scott Nelson of EH&S oversees this. UW and EH&S continue to update guidance online. Note the new [University Requirements for COVID-19 Prevention in the Workplace](#) document included in the EH&S newsletter forwarded to Group 9 on April 23rd (link sent again during meeting).
- BioE technically part of HSB so must follow med center rules – all students must wear masks to enter the Foege building, starting yesterday. (Essential personnel only.)
- What is our timeline for returning to campus? Not known yet.
- WNF is discussing it but plans to require either fabric masks or disposable non-surgical masks to enter Fluke. We're preparing to return to the building May 4th if allowed. We would follow personnel density limits.
- BioE also limits personnel density.
- CSE just started developing return-to-work plan. EH&S as well.
- Reviewed and approved Group 9 charter for submission to Dean.
- Safety presentation from CoE Space Summit – save for May.

UW-Wide Meeting

- March minutes in packet.
- April meeting agenda in packet. Highlights included:
 - Approved U-wide charter
 - EH&S COVID-19 update from Katia (PPT forwarded to Group 9 on 4/10)
 - L&I claims related to potential coronavirus exposure and to disinfectants
 - Exposure: lack of PPE in early March, but policies have since changed
 - Disinfectant: Quat 5 disinfectant was used inappropriately. See [list of EPA approved disinfectants](#), which include a contact time requirement.
 - Email disaster@uw.edu to donate hand sanitizer and disinfectant wipes
 - [Four new online EH&S courses](#) (emailed link 4/13)

Department Updates

DRAFT Meeting Minutes

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

- DO – The Building Coordinators Guiding Coalition (to help Facilities build the BC Program and communications platform) restarted on 4/23.
 - BC's will have a bigger role due to COVID-related safety requirements.
 - Scott Nelson leads UW's reoccupancy project and seeks stakeholder input related to research areas and public areas.
 - Hand sanitizer, due to alcohol content, is a Class 1 flammable, which limits the amount and location of storage and the amount that can be in public corridors.
- EH&S – Erin is redesigning MyChem database system, trying to make it easier to access. To that end, a barcode feature will be added. Also, will want to set up PI (or responsible party, e.g. designated Lab Manager) so that the PI is alerted when anyone asks for MyChem access for their space(s). This automatic email will indicate that the requestor claims to work for the PI, and if in response the PI grants "edit" or "read-only" access, the requestor will have access to *all* the PI's MyChem records (*not limited to only one room*). Currently EH&S grants access to anyone who asks, so this puts the control in the PI's hands and eliminates some EH&S work. Group 9 feedback: that sounds fine, as long as the PI decides between "edit" and "read-only" access, but *it is a problem that access can only be granted for all a PI's rooms*. The PI should assign which specific rooms the requestor can access in MyChem. Furthermore, EH&S should not give access freely to anyone but PI's.

Next Meeting

- May 26th, 2020 at 2pm via Zoom

U-WIDE HEALTH AND SAFETY COMMITTEE

April 8, 2020 Meeting Minutes | 1 p.m. - 2:30 p.m. |

Elected Member*		Appointed Member*		Labor Union Member*	
X	Ryan Hawkinson (1)	X	Mark Pekarek (2)		Vacant, SEIU 925
X	Carmen Parisi (1)	X	Kurt Oglesby (3)		Paula Lukaszek, WFSE Local 1488
	Erick Rostad (2)	X	Beth Hammermeister (4)	X	Christine Kang, UAW 4121
X	Tony Colinares (3)	X	Liz Kindred, Vice-chair (5)		Amanda Clouser, UAW 4121
X	Christine Aker (4)	X	David Zuckerman (10)		Vacant, ASUW
	Anne Sumpter (5)				
	Sarah O'Hara (6)				
X	Tamara Leonard (6)				
X	Martin Arroyo (7)				
	Wade Haddaway (8)				Faculty Senate Member*
X	Christopher Barrett (8)			X	Lesley Colby, Comparative Med
X	Sonia Honeydew, Chair (9)				
X	Colleen Irvin (9)				
X	David Warren (10)				
Env Health & Safety Member**		Ex-Officio Member**		Ex-Officio Member**	
X	Katia Harb	X	Adam Geoffroy, UWB		Vacant, Capital Planning & Dev
X	Denise Bender	X	Chris Pennington, UWF	X	Felicia Foster, AGO
X	Erin McKeown	X	Tracey Mosier, UWF	X	Nancy Gwin, AGO
X	Andreea Minea	X	Rick Gleason, DEOHS	X	Lt. Chris Jaross, UWPD
X	Manisha Konnur	X	Steve Charvat, UWF EM		Vacant, Transportation Services
X	Jenna Gravley		Barry Morgan, UWF EM	X	Ken Nielsen, Risk Services
Quorum is 12 or more of voting members X - attended meeting * voting members ** non-voting member					

Agenda

1. Call to Order
2. Attendance/Quorum
3. Approval of March meeting minutes
4. Charter edits
5. COVID-19
6. Organizational group reports
7. Union reports

8. Ex-Officio reports
9. EH&S updates
10. Good of the order
11. Adjourn

Recorded by Manisha Konnur

This meeting was conducted on Zoom to adhere to social distancing protocols during the COVID-19 pandemic per guidance from the Washington State Department of Health, and the Centers for Disease Control and Prevention.

1. Call to Order

Sonia Honeydew called the meeting to order at 1:05 pm. She announced the meeting was being recorded, asked that attendees mute themselves when not speaking, and described that votes would be conducted by asking those who oppose or abstain to indicate so.

2. Attendance/Quorum

Sonia conducted attendance.

3. Approval of March meeting minutes

March meeting minutes were approved.

4. U-Wide Charter Review:

The committee reviewed and edited the University Wide Health and Safety Committee Charter, and then voted unanimously to approve it.

5. COVID-19 Update

Katia Harb provided a presentation on COVID-19 and how EH&S is supporting the campus efforts. She discussed how EH&S is functioning during restricted campus operations. She reiterated that campus members should advise EH&S Employee Health of confirmed COVID-19 cases so that EH&S can get details about the illness, do a risk assessment, create an action plan, and coordinate cleaning of the campus space. She informed us of new signage for building exterior doors ("Stop! Feeling Sick?").

6. Organizational Group Reports

HSC 1 –Ryan Hawkinson said that HSC-1 met via Zoom this morning (April 8). They approved March meeting minutes and reviewed OARS reports. Jenna Gravley, Business and Data Analyst, gave a presentation of the 'OARS Dashboard'. A representative from the UW Emergency Management Command Center encouraged everyone to donate hand sanitizer and disinfectant wipes by contacting disaster@uw.edu. They can facilitate pick-up from your on-campus location without you present.



HSC 2 – Mark Pekarek said that HSC-2 met, but he didn't have any updates.

HSC 3 –Kurt Oglesby said that HSC-3 had no updates as they did not meet.

HSC 4 – Christine Aker and Beth Hammermeister said that HSC-4 met on March 24 and discussed OARS reports. They also had a discussion on COVID-19 updates.

HSC 5 – Liz Kindred said that HSC-5 met last on February 25. They discussed OARS reports and elected an HSC-5 Vice-Chair, Toby Purvis. Liz also mentioned that UWMC has activated their incident command center on March 1, 2020.

HSC 6 –Tamara Leonard said that HSC-6 met via Zoom, reviewed OARS reports, and approved meeting minutes. They also continued their discussion on the ventilation issues in the Art Building (spray booth, fume hood). She mentioned that they set up a Google drive for their meeting notes.

HSC 7 – Martin Arroyo said that HSC-7 met on March 10 via Zoom and reviewed OARS reports. Martin will be the new HSC-7 Chair.

HSC 8 – Christopher Barrett said that HSC-8 met on March 12 via Zoom and reviewed OARS reports. He mentioned an OARS issue that hadn't yet been addressed. He said that HSC-8 has their next meeting on April 9.

HSC 9 – Sonia Honeydew said that HSC-9 met on March 31 and discussed OARS reports. They had a discussion about how essential employees are identified at the department level.

HSC 10 – David Warren reported that HSC-10 met last month and reviewed OARS reports. They discussed guest speakers for their Zoom meetings.

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

7. **Union Reports:** Christine Kang did not have any updates.

8. **Ex-Officio Reports:**

UW Facilities: Chris Pennington said that UWF is actively working on procuring disinfectants. They are working with EH&S and referring to CDC recommendations for mask options. They are also making sure everyone follows the COVID-19 social distancing and disinfection protocol.

Emergency Management: Steve Charvat did not have any updates.

UWPD: Lt. Chris Jaross reported that 95% of their civilian staff is working remotely and that senior staff are reporting to UW on a rotating basis. Lt. Jaross said he discovered a local distillery making hand sanitizer in bulk, and he offered to share their contact information. He said that UWPD is



providing security services for UWMC Montlake, UWMC Northwest, and Sand Point Facility. They are also providing security for supplies onsite at Magnuson Park. UWPD is utilizing security guards from Bothell for the Seattle campus.

DEOHS: Rick Gleason said he had no updates.

Attorney General's Office: Felicia Foster said they had no updates.

Claims Services: Ken Nielsen reported that Claims Services has received 47 COVID-19 claims. He said 37 have been closed, seven are undetermined, and three are active. Ken said the closed claims are all healthcare worker claims.

9. **L&I updates:** Erin McKeown provided updates on five L&I claims she received over the last month. The first claim had to do with custodians with UW Facilities Building Services using Quat-5 disinfectant and personal protective equipment (PPE) for enhanced cleaning. The second claim had to do with UWMC staff who screen visitors and patients and concerns with COVID-19 exposure and PPE. The third claim had to do with Harborview Medical Center and Medical Interpreters providing screening at entrances to the hospital and clinic, and concerns with COVID-19 exposure and PPE. The fourth claim had to do with a food service worker at the Plaza Café, COVID-19 exposure, PPE and disinfection practices. The fifth claim has to do with Powered Air Purifying Respirators (PAPR) and filter changes at Harborview Medical Center.

Erin introduced Andreea Minea, an EH&S Accident Prevention Specialist, to the U-Wide committee. Erin encouraged the committees to welcome Andreea, and to invite her to their upcoming Health and Safety Committee meetings.

EH&S updates: Denise Bender said that EH&S cannot formally provide support for work or student projects performed at home where there is use of hazardous materials and/or equipment, since it would be difficult for EH&S to inspect the environment and evaluate risks.

Denise introduced [four new EH&S online courses](#) that provide awareness training for the following topics:

- Overhead & Gantry Cranes
- Rigging Safety
- Machine Guarding
- Hand and Power Tools

10. **Good of the Order:** Erin McKeown suggested that Jenna Gravley provide a presentation on the 'OARS Dashboard' at the next U-Wide meeting.
11. **Adjourn:** Sonia adjourned the meeting at 2:00 pm.

DRAFT

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

May 13, 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
COVID-19	Katia Harb	Discussion	15 min
OARS Dashboard	Jenna Gravley/Erin McKeown	Presentation	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	10 min
Good of the Order	Sonia Honeydew	Discussion	5 min
Adjourn	Sonia Honeydew	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 Sonia Honeydew and Liz Kindred at least 2 weeks prior to the scheduled meetings.