

Agenda – August 24th, 2022
Group 9 (College of Engineering) Health and Safety Committee

1. Attending

Derrick Van Kirk or Niyousha Rahimi, AA
Colleen Irvin or Robbie Wong, BioE
Ted Hanson, CEE
Michael Pomfret, CEI
Benjamin Rutz, ChemE
Michael Glidden, CoE DO
Alexander Lefort or Selest Nashef, CSE
Tai Chen, ECE

Sonia Honeydew or Erin McKeown, EH&S
Sarah Coppola or Stacia Green, HCDE
Sheila Prusa or Kelly Foong, ISE
Kameron Harmon, ME
John Young or M. Weaver, MoIES/NanoES
Tatyana Galenko or Hanson Fong, MSE
N. Shane Patrick or Maria Huffman, WNF

2. Previous Meeting Minutes

- July 2022 – approve? Corrections/additions?
- Minutes posted at <https://www.engr.washington.edu/mycoe/safety#> and safety boards.

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

- All OARS reports may also be found on Tableau while on the UW network via this link: <https://bitools.uw.edu/#/site/Transitional/projects/573>.
- ChemE @ Benson Hall (#2022-04-028) – While injecting rats, student poked their finger with a sterile needle.
- ChemE @ Benson Hall (#2022-04-070) – Employee cut left wrist while lifting vacuum pump to replace oil.
- ChemE @ Benson Hall (#2022-04-072) – Employee was scruffing rat for euthanasia when rat bit finger.
- BioE @ Magnuson (#2022-07-031) – Employee cleaning NHP chair got splash from paper towel onto forehead.
- WNF @ Fluke Hall (#2022-07-045) – Paid volunteer holding edge of fume hood cut finger on unseen razor blade.
- HFS Res Life @ McCarty Hall (#2022-07-051) – Camp participant burned finger(s) with hot glue gun.
- CEE @ More Hall (#2022-07-053) – After diluting concentrated HCl, employee noticed their finger was red, swollen, and slightly painful.

4. Group Business

- Open floor to discussion about COVID-19 in the workplace as continued from discussions in incident #2022-05-010.

5. UW-Wide Meeting

- July meeting minutes attached.
- August agenda attached. Meeting highlights will be presented by Alex Lefort:
 - COVID-19 Updates:
 - Continued decrease in cases of COVID.
 - Husky Program seeing lower positivity rates in tests, though also seeing lower testing turnout.
 - King, Pierce, and Snohomish counties have moved into low-level community risk.
 - Ahead of fall quarter, EH&S is planning to put out a campus-wide notice to students, staff, and faculty returning to campus with general reminders and asking them to test.
 - More info will come out with these notices on days for scheduling first-round vaccines or boosters accordingly.
 - Monkey Pox Updates:

- WHO designated public health emergency and so has the US (this is different from a Pandemic status, such as with COVID-19). Over 200 known cases in WA.
- EH&S now has website for keeping up with Monkey Pox news.
- The spread is generally through skin-to-skin contact, saliva, and sharing surfaces such as fabrics. It is not fatal in most cases, though can be more severe for people with compromised immune systems.
- EH&S recommends quarantining for four weeks until the rashes have subsided.
- Vaccines are available for those who are at highest risk, but otherwise are not generally available to the public.
- Although it can affect anyone, it is more heavily affecting men who sleep with men and with multiple partners currently.
- EH&S is not currently tracking the spread in general, but people should report incidents if they believe that it could have been from a workplace or residence hall contact.
- Fomite exposures are considered very low risk in most UW settings outside of medical and residence hall locations.
- Instructors and supervisors are encouraged to be accommodating for those affected with Monkey Pox.
- Sarah noted that accommodations need to be more streamlined by those up top, as everything falling on the instructors is untenable.
- Guest Speaker: Megan Kennedy of Resilience Lab speaking on resources for students & employees well-being:
 - Centralized Wellness Website: [Husky Health & Wellbeing](#)
 - MySSP (for students): 24/7 support
 - Let's Talk: Virtual space for non-official consultation; may provide locations for quick resources if students not sure where to go.
 - Group Counseling: Several groups exist on campus.
 - LiveWell: includes services for general issues that might not fully fall under mental health but can be related; Peer-to-peer coaching.
 - SafeCampus: If you need consult for your or someone else's help. Can also assist in more urgent situations in addition to calling 9-1-1.
 - For staff, faculty, and students:
 - Be REAL: 6-week program equipping participants with cognitive behavior skills to cope with challenging situations, mindfulness skills, strengthening self-awareness, and practices that encourage compassion. Each session is 90 minutes, includes discussion, activities, & guided contemplative practices. Starting a new group in fall. Program is researched: publishing article soon on the noted benefits specifically from this program for staff, faculty, and students.
 - Well-Being for Life & Learning: originally made to support instructors on making healthful & well-being made classes. Assists with bringing instructors into a community of practice.
 - The Whole U: Lots of workshops, trainings, community-based events. Great for wholistic wellness.
 - All services through actual counselors are protected by HIPPA. Those through peer-to-peer and less formal ones are not.
 - For questions and additional information, contact Megan Kennedy: meganken@uw.edu.

- Sonia is working on edits to the UWide Charter: Please contact Alex to submit requests to the specified form by August 24th. (Sonia noted that she liked the Group 9 amendment for the revised rules of order and recommended that the U-Wide look into adopting it as well!)
- Ergonomics Update: Ergonomics page has been updated with added pictures and added multiple (10) videos for setting up your office ergonomically. Sonia also added a reminder of the Request for Office Ergonomic Evaluation at the bottom of the page. There is also always a rotating exhibit of chairs and other equipment from vendors of the UW that you may try out at the Access Technology Center (ATC) in Mary Gates hall 064. Contact before visiting: 206-685-4144, atcenter@uw.edu.
- By George Stairwell into parking lot still sees daily feces and fentanyl paraphernalia; Documents and discussions on this are being elevated up to further building guidance and rulings.
- UWPD: Craig Welson, interim chief, has now become the permanent chief.
- EH&S Updates:
 - APP has been updated with a [change log linked here](#).
 - If L&I comes in to review your workplace it is imperative that you call EH&S to come in to facilitate the inspection.
 - Seven positions open around EH&S for hire. See positions searching with "EHS" or "EH&S" on UW Hires.

6. Member Updates

Next Meeting: September 28th, at 1:30 PM, via Zoom

DRAFT Meeting Minutes

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

Meeting Date: July 27th, 2022 (via Zoom)

Attended

<i>Derrick Van Kirk, AA</i>	<i>Sonia Honeydew, EH&S</i>
<i>Carter Beamish, AA</i>	<i>Sarah Coppola, HCDE</i>
<i>Colleen Irvin, BioE</i>	<i>Sheila Prusa, ISE</i>
<i>Michael Pomfret, CEI</i>	<i>Kelly Foong, ISE</i>
<i>Michael Glidden, CoE Deans Office</i>	<i>Kameron Harmon, ME</i>
<i>Alexander Lefort, CSE</i>	<i>John Young, MoES/NanoES</i>
<i>Tai Chen, ECE</i>	<i>Hanson Fong, MSE</i>
	<i>N. Shane Patrick, WNF</i>

Absent

<i>Ted Hanson, CEE</i>	<i>Benjamin Rutz, ChemE</i>
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Previous Meeting Minutes

- June 2022 – minutes approved as is.
- 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.

Incident Reports

- Chem E (#2022-04-028) – Tabled to next meeting due to no representative.
- ChemE (#2022-04-070) – Tabled to next meeting due to no representative.
- ChemE (#2022-04-072) – Tabled to next meeting due to no representative.
- AA (#2022-05-016) – Carter was able to get the information on the new SOPs for this procedure. It seems the users used the weight of the tunnel to free a piece and that's when something fell on the affected user's finger. The new SOP has input from AA and faculty. This incident has been closed.

DRAFT Meeting Minutes

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

- Collaboration Core (#2022-05-022) – “UA” stands for Urano-acetate, a type of depleted uranium. Michael Pomfret said this is not the urgently toxic type, however. Nothing from the spill got out of the fume hood. This incident has been closed.
- CSE (#2022-05-037) – Alex was able to touch base with the building coordinator, Sean, and confirmed that the students were offered to go outside, but were not informed that they are recommended to go to Hall Health nor were they given the SDS for the chemical in the fridge. Sean noted that he will ensure that SOPs include both steps in the future if an event similar to this is to happen. This incident has been closed.
- ME (#2022-05-070) – This issue must have occurred due to improper handling on the shipper's side. Most dialysate concentrations are mostly mundane chemicals; thus, this spill posed no chemical risk. It was noted that the supervisor's comments were missing from this report. It was asked that Kameron asks the supervisor to submit notes. This incident is closed on the stipulation that the supervisor adds comments.
- WNF (#2022-06-008, #2022-06-008A) – Shane removed the user who filled the acid baths incorrectly and without proper authorization from the facility for near a month due to this issue. There were no injuries, though there was some slight damage to the pumps. The baths are used to remove contaminants from surfaces of silicon objects. The leads of the companies were trained on how to fill the baths to relieve strain on WNF staff, but they were explicitly not given permission to train their own staff, which is what happened here. WNF have now taken back full control over filling and maintaining the baths for the foreseeable future until strain increases again. They will reassess if this happens. This incident falls under the cardinal rules of the space and can result in immediate termination if violated. Shane noted that all of the measures to guard against and alert to this type of incident kicked in, which is good. The incident has been escalated to the management team of the users, as well. The Dean's office is largely supportive of what WNF does for controlling the space. This incident has been closed as well as the sub-report #2022-06-008A.

DRAFT Meeting Minutes

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

- HCDE (#2022-06-045) – Sarah followed up with the facilities building coordinators and they said that this would not happen again. Sonia mentioned that there was a series of meetings between building coordinators and the film crews to ensure this. Sonia will be on-site tomorrow to confirm this is actually the case. Sarah noted that she is frustrated over the disruptions that this filming has caused. Michael Glidden mentioned that he doesn't necessarily think this is a Group 9 issue; This is likely more of a Campus Grounds issue. Sonia stated that it is appropriate for Group 9 to review, though it has also been escalated to other groups. Sarah noted she was not particularly happy with the way that the Marketing Team responded. Sonia re-affirmed that this was likely taken very seriously and they are trying to fix these communication issues. Sarah also clarified that she thought ADA and EH&S were handling the issue well. Michael Glidden noted that he understands that hallway areas inside buildings are ambiguous, but that outside areas are vaguer; We are impacted by events here, but are not in control of the space. Sonia noted that corrective actions weren't focused on us, but to other groups who saw the report. Michael Glidden stated Grounds should be roped into this, to which Sonia confirmed they were. Typically, building coordinators should be informed of the use of the land around their buildings, so it does generally fit as a primary report for the affected group. Kameron added that communication of use of space around buildings has been seriously lacking as of late. He clarified that they are being communicated, but that input isn't taken into consideration much. Michael Glidden noted that the 'building coordinator' title and tasks are generally tacked onto an existing position and often not hired on as specifically a building coordinator. There is past precedent that we don't necessarily control the areas around our buildings, though we should be communicated with and extended courtesy. Glidden has pinged the building coordinator leaders to further discuss these issues and the need to be provided more information to respond accordingly. Sarah mentioned that she was concerned about potential add-ons to the responsibilities of building coordinators. This incident has been closed.
- HCDE (#2022-06-046) – This incident did not occur outside of a CoE building, but actually a President's Office building. Michael Glidden mentioned it's mostly another space from CoE. Otherwise, issues in this report were agreed to be the same as the previous report. This incident has been closed.
- CEE (#2022-06-060) – This incident is largely a notice of a potential exposure. This incident has been closed.

DRAFT Meeting Minutes

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

- WNF (#2022-06-076) – Using syringes in this fashion is common practice and users are nearly always trained on how to do this procedure. This user was not. Upon review, Shane found that the training was not codified in the SOPs. This has been corrected. The chemical used is not particularly hazardous, though it can cause irritation and drying of skin. Heavy contact could cause defatting of tissues, but this was a quickly-responded-to incident. In response, Shane strongly encouraged them to follow through with the entire wash-off procedure. Shane did also offer them to go to Hall Health and gave them the SDS for the chemical. This incident has been closed.

Secondary Review:

- Shop 43 (#2022-04-028) – Michael Glidden didn't follow up on this as he sees this as a Shops issue; The onus was on the project manager for not scheduling ahead of time for access to this area where cords are a baseline hazard. Personnel are trained to be aware of cords running to machines. Alex asked if these cords fell into egress areas, to which Michael Glidden noted that they did not. The Shops person affected was working in the top area of the space, above all of the machines. Michael did speak with Vince, the lab manager, who heard someone was up there, but was unable to communicate to the person before the incident occurred. The Structures Lab, where this occurred, is a space where they build and break items to test them. Most of the spaces have visible tripping hazards, some necessitated by the tools that they use and where they must use them. Sonia noted that it is a good point that Facilities needs to communicate better before coming into lab spaces and shops. Sonia does ask if there are better ways of labeling hazards on the ground, such as flags, bright colors, etc. It was noted that Facilities usually does coordinate with building coordinators, just not with shops or labs. If they don't, the lab may not be aware of and be able to train the techs before coming in. This lab is not very well blocked off due to the nature of the space (garage door) and people can enter fairly easily and may not be aware of the hazards. It was noted that egress is kept very well cleared, though. Sonia asked if someone could touch base with Vince to ensure that hazards are labeled. Michael mentioned that the cords are brightly colored already but that he will talk with EH&S, Facilities, and the labs as to how these visits are coordinated. Michael will also make the recommendations on highlighting tripping hazards. This incident has been closed.

Group Business

- Vote on new vice chair.
 - Alex asked if anyone would be interested and/or willing to fill this position. No one self-nominated.
 - Sonia noted that this position is not strictly required for committees.

DRAFT Meeting Minutes

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

- Michael Glidden also mentioned that CoE should have someone hired shortly who would be able to more specifically fill this role sometime in October. Until then, Michael would be willing to host a meeting if Alex is unable.
 - The committee has tabled voting in a new vice chair until October.
- Open floor to discussions about COVID-19 in the workplace as continued from discussions in incident #2022-05-010.
 - In the interest of time, this discussion was tabled to next meeting.
- EH&S requests to speak at October's meeting with regard to the surplus process and how to avoid hazardous items/materials in requests. Presenters will be Sonia Honeydew and Lila Transue.
 - The committee confirmed that they will invite EH&S to speak on this topic in October's meeting.
- Potential speakers for August meeting: Invite Sarah Coppola to speak on her experience with Occupational Health? Any particular topics of interest?
 - Due to the consistent number of incident reports, the committee has agreed to move inviting potential speakers indefinitely until report counts go down.

UW-Wide Meeting

- Alex asked if anyone had any questions/comments on notes from the U-Wide:
 - COVID-19 Updates:
 - No large COVID-19 changes, though testing is moving to more antigen testing for the next school year. Antigen tests are available at the same sites as the Husky Testing drop-offs.
 - Presentation about remediation for parts of buildings that could crush someone during an earthquake.
 - L&I is updating the rules for heat including indoor heat. The threshold for unsafe conditions inside is 80 degrees F.

Department Updates

- HCDE – Sarah submitted the letter to EH&S with respect to last meeting's concerns around COVID policies in individually controlled locations (i.e. not being able to enforce policies in particular spaces). Sarah is now connecting with EH&S on Monkey Pox mitigations with EH&S as well.

DRAFT Meeting Minutes

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

- ME – There were several break-ins resulting in some missing equipment. Kameron recommended sending notices to remind everyone to lock up spaces and offices. Kameron also noted that if a department issues stand-alone proximity cards, they must have a tracking system. Rogue cards can cost the department for each instance.
- WNF – Shane noted that WNF had opened a report with UWPD with respect to a theft mentioned in the previous meeting.

Adjournment

- Adjourned at 2:36 PM. The meeting was extended by several minutes by vote to accommodate discussions.

Next Meeting

- Next meeting will be August 24th, 2022 at 1:30 PM via Zoom.



Report Number: 2022-04-028

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: GRADUATE TRAINEE STIPEND (NE UAW ASE)

Date Reported (mm/dd/yyyy) : 04/11/2022

Department: SOM: DEANS: ITHS: ADMIN JM Student

Time Reported: 04:03 PM

Person Involved or Affected

Department: ENG: Chemical Engineering-Faculty

Incident Details

Campus: Seattle

Date of Incident (mm/dd/yyyy) : 04/11/2022

Incident Location: BENSON HALL

Time of Incident: 03:00 PM

Room: B211

Other:

Incident Description: While injecting a rat, needle slipped and poked my finger. Needle was sterile and had not yet touched rat.

Supervisor

Full Name: Elizabeth Nance

Phone: =+1 206 543-2216

Occupation / Position:

Email: eanance@uw.edu

Department: ENG: Chemical Engineering-Faculty

Classification

Injury requiring first aid

Has Attachment(s):

Type of Incident

Injury Description (none, if no injury/exposure): Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound)

Body Parts Affected (none, if no injury/exposure): Fingers

Cause of Injury/ Damage, or Potential Injury/Damage: Needle/Scalpel/Medical Sharps (Clinical, Research, Teaching)

Slip/Trip/Fall Information

Slip: None

Trip: None

Fall From Same Level: None

Fall From Elevated Height: None

Stairs: None

Contributing Factors

Equipment: None

Environment: Sharp Objects

Policies / Procedures: None

Human Factors: None

Suggested Corrective Actions by Affected Party

Suggested Corrective Actions: Other

Practice better grip of animal to prevent jerking around (caused needle to slip).

Supervisor's Comments

Root Causes: The animal was an adult rat and our work is primarily with neonatal rats, and after talking with the student involved, we identified that experience level was one factor in causing a slip of the needle. Adult rats are bigger and can often be more reactive or responsive to handling.

Recommendations / Preventive Measures: Given we only euthanasia adult rats once per month, we identified that additional practice with experienced personnel on euthanizing adult rats would be beneficial. We also identified alternative ways of restraining the animal such that the animal was better stabilized while being injected. Lastly, we identified alternative gloves that could be used that are thicker and therefore more resistant to scratching or needles if an unintentional slip of the needle, or the animal foot, catches the skin.

Update: we have submitted an animal protocol amendment to change the method of euthanasia to the standard CO2 method for our adult rats. This minimizes all handling and eliminates the need for injection.

Other Comments: We submitted an amendment to our animal protocol to change the method of euthanasia to eliminate the need for injections and syringes.

Corrective Actions Target Date (mm/dd/yyyy) : 04/26/2022

Corrective Actions Complete Date (mm/dd/yyyy) : 04/27/2022

EH&S Comments

fwd: Tracy Harvey, Zara Llewellyn.



Report Number: 2022-04-070

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: RESEARCH ASSISTANT (E S UAW ASE)

Date Reported (mm/dd/yyyy) : 04/26/2022

Department: ENG: Chemical Engineering- Stuve Lab JM Student

Time Reported: 02:23 PM

Person Involved or Affected

Department: ENG: Chemical Engineering- Stuve Lab JM Student

Incident Details

Campus: Seattle

Date of Incident (mm/dd/yyyy) : 04/15/2022

Incident Location: BENSON HALL

Time of Incident: 11:00 AM

Room:

Other:

Incident Description: Cut my wrist while replacing pump oil

Supervisor

Full Name: Eric M Stuve

Phone: ≈+1 206 543-0156

Occupation / Position:

Email: stuve@uw.edu

Department: ENG: Chemical Engineering-Faculty

Classification

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

Has Attachment(s):

Type of Incident

Injury Description (none, if no injury/exposure): Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound)

Body Parts Affected (none, if no injury/exposure): Hands, Wrists

Cause of Injury/ Damage, or Potential Injury/Damage: Tools, Instruments

Slip/Trip/Fall Information

Slip: None

Trip: None

Fall From Same Level: None

Fall From Elevated Height: None

Stairs: None

Contributing Factors

Equipment: None

Environment: None

Policies / Procedures: None

Human Factors: Improper Lifting

Suggested Corrective Actions by Affected Party

Suggested Corrective Actions: None

Supervisor's Comments

Root Causes:

Recommendations / Preventive Measures:

Other Comments:

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

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

EH&S Comments

fwd: Denise Bender, Brandon Kemperman.



Report Number: 2022-04-072

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: RESEARCH ASSISTANT (E S UAW ASE)

Date Reported (mm/dd/yyyy) : 04/26/2022

Department: ENG: Chemical Engineering- Nance Lab JM Student

Time Reported: 11:59 PM

Person Involved or Affected

Department: ENG: Chemical Engineering- Nance Lab JM Student

Incident Details

Campus: Seattle

Date of Incident (mm/dd/yyyy) : 04/26/2022

Incident Location: BENSON HALL

Time of Incident: 10:00 AM

Room: 211

Other:

Incident Description: An adult rat dam bit my finger during scruffing for euthanasia.

Supervisor

Full Name: Elizabeth Nance

Phone: =+1 206 543-2216

Occupation / Position:

Email: eanance@uw.edu

Department: ENG: Chemical Engineering-Faculty

Classification

Injury requiring first aid

Has Attachment(s):

Type of Incident

Injury Description (none, if no injury/exposure): Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound)

Body Parts Affected (none, if no injury/exposure): Fingers

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

Slip/Trip/Fall Information

Slip: None

Trip: None

Fall From Same Level: None

Fall From Elevated Height: None

Stairs: None

Contributing Factors

Equipment: Inadequate Guards/Barriers

Environment: Animal Action

Policies / Procedures: Inadequate Support, Assistance

Human Factors: None

Suggested Corrective Actions by Affected Party

Suggested Corrective Actions: Change/review work procedures; Other

I discussed with my PI about changing the euthanasia protocol to allow for CO2 gas euthanasia for terminal sacrifices (not to be used in experiments). This will greatly reduce risk of animal bites (since adult rats can be really dangerous to scruff) as well anxiety in students.

Supervisor's Comments

Root Causes: Handling experience, variability in animal response/aggressiveness to handler

Recommendations / Preventive Measures: We have submitted an amendment to our animal protocol to change our method of euthanasia to CO2 euthanasia which minimizes handling and eliminates the need for injection. The method of euthanasia is a standard veterinary method.

Other Comments:

Corrective Actions Target Date (mm/dd/yyyy) : 04/21/2022

Corrective Actions Complete Date (mm/dd/yyyy) : 04/27/2022

EH&S Comments



Report Number: 2022-07-031

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: OTHER STIPEND W/O BENEFITS

Date Reported (mm/dd/yyyy) : 07/13/2022

Department: ENG: Computer Science & Eng - Eto JM Student

Time Reported: 12:02 PM

Person Involved or Affected

Department: ENG: Computer Science & Eng - Eto JM Student

Incident Details

Campus: Seattle

Date of Incident (mm/dd/yyyy) : 07/13/2022

Incident Location: MAG H.S.C./I

Time of Incident: 10:00 AM

Room: 355

Other:

Incident Description: Splash from paper towel used to clean the nhp chair got my forehead. We had sprayed the NHP chair with hydrogen peroxide and the paper towel had been used to clean the almost disinfected chair. But when water got sprayed on the paper towel it splashed a bit on my forehead.

Supervisor

Full Name: Azadeh Yazdan-Shahmorad

Phone: =+1 206 543-6127

Occupation / Position:

Email: azadehy@uw.edu

Department: ENG: Bioengineering

Classification

Near miss (Potential hazard -- no injury, exposure, or property damage)

Has Attachment(s):

Type of Incident

Injury Description (none, if no injury/exposure): None

Body Parts Affected (none, if no injury/exposure): None

Cause of Injury/ Damage, or Potential Injury/Damage: Biohazardous Material, Infectious Agents; Splash

Slip/Trip/Fall Information

Slip: None

Trip: None

Fall From Same Level: None

Fall From Elevated Height: None

Stairs: None

Contributing Factors

Equipment: None

Environment: None

Policies / Procedures: None

Human Factors: Inattention

Suggested Corrective Actions by Affected Party

Suggested Corrective Actions: None

Supervisor's Comments

Root Causes: Choices from PPE provided require individual fit. This was not recognized by the staff as a special situation (hairstyle requiring PPE modification, face mask choice not worn as specified on packaging).

Recommendations / Preventive Measures: Going forward, lab staff and students familiar with PPE donning will evaluate new personnel. Students will be encouraged to use the full-length mirror provided to identify how fit can and must be improved. Help to locate appropriate PPE stocks can be requested. PPE acquisition has been affected by supply chain deficiencies--all varieties of PPE are not always available. Finding the right combination is critical.

Other Comments: review PPE application on trainees until it looks right

Corrective Actions Target Date (mm/dd/yyyy) : 07/14/2022

Corrective Actions Complete Date (mm/dd/yyyy) : 14-July-22

EH&S Comments

fwd: Melinda Young, OHNurse, Zara Llewellyn, Lesley Decker.



Report Number: 2022-07-045

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: RESEARCH SCIENTIST/ENGINEER 4 (E S 9)

Date Reported (mm/dd/yyyy) : 07/18/2022

Department: ENG: Collaboration Core - WNF Staff

Time Reported: 12:34 PM

Person Involved or Affected

Department: ENG: Collaboration Core - WNF Staff

Incident Details

Campus: Seattle

Date of Incident (mm/dd/yyyy) : 07/18/2022

Incident Location: FLUKE HALL

Time of Incident: 09:30 AM

Room: 127A

Other:

Incident Description: While working at a spin coater, user was holding onto the edge of the fume hood while checking a process traveler, squeezed during the process, and a previously unseen razor blade penetrated both pairs of nitrile gloves and gave the user a small cut on the end of one finger. User removed gloves and proceeded to the first aid kit to disinfect and bandage the cut.

Supervisor

Full Name: Nicholas S Patrick

Phone: ≈+1 206 221-1045

Occupation / Position:

Email: patricns@uw.edu

Department: ENG: Collaboration Core - WNF Staff

Classification

Injury requiring first aid

Has Attachment(s):

Type of Incident

Injury Description (none, if no injury/exposure): Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound)

Body Parts Affected (none, if no injury/exposure): Fingers

Cause of Injury/ Damage, or Potential Injury/Damage: Box Cutters, Knives, etc.

Slip/Trip/Fall Information

Slip: None

Trip: None

Fall From Same Level: None

Fall From Elevated Height: None

Stairs: None

Contributing Factors

Equipment: None

Environment: Poor Housekeeping; Sharp Objects

Policies / Procedures: Failure to Follow Procedures; Inadequate Planning, Preparation

Human Factors: Failure to Follow Established Protocol/Procedures; Inattention

Suggested Corrective Actions by Affected Party

Suggested Corrective Actions: None

Work area should have been inspected prior to beginning work to ensure safe working conditions. Evaluate if razor blades could be better controlled.

Supervisor's Comments

Root Causes: Inattention to work area - insufficient verification of safe working conditions
Improper housekeeping - work area should have been straightened up

Recommendations / Preventive Measures: Remind user to carefully inspect work areas before proceeding.
Evaluate use of razor blades and whether better controls can be put on their use.

Other Comments: Standard user training and UW EH&S provided training state to always check the work area to ensure safe working conditions. Razor blades are frequently needed in various processes in the lab, and due to the critical particle control environment, safety enclosures are generally not compatible. Users are cautioned to work carefully around sharp object. Evaluation is continually ongoing.

Corrective Actions Target Date (mm/dd/yyyy) : 07/18/2022

Corrective Actions Complete Date (mm/dd/yyyy) : 18-July-22

EH&S Comments

fwd: Tracy Harvey, Zara Llewellyn.



Report Number: 2022-07-051

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: STUDENT ASSISTANT Date Reported (mm/dd/yyyy) : 07/19/2022
Department: SL: HFS Res Life: MILL JM Student Time Reported: 11:11 AM

Person Involved or Affected

Department: ENG: Deans Office-Academic Affairs

Incident Details

Campus: Seattle Date of Incident (mm/dd/yyyy) : 07/19/2022
Incident Location: McCarty Hall Time of Incident: 11:00 AM
Room: B45
Other:

Incident Description: A student in Make It! Rapid Prototyping gave himself a small burn using a hot glue gun. They quickly told a staff member and we gave him first aid supplies. The student is not a UW student, just a participant in the Continuum College summer camp.
The student's name is XXXXXXX and he is a minor. XXXXXXX and XXXXXXX's parents/guardians took a safety training and signed our user agreement before using any equipment.

Supervisor

Full Name: Deianeira L Caudle Phone: =+1 206 543-6393
Occupation / Position: STUDENT ASSISTANT Email: cauldld@uw.edu
Department: ENG: Deans Office-Academic Affairs

Classification

Injury requiring first aid

Has Attachment(s): Yes

Type of Incident

Injury Description (none, if no injury/exposure): Burn (Thermal, Chemical, Electrical)
Body Parts Affected (none, if no injury/exposure): Fingers
Cause of Injury/ Damage, or Potential Injury/Damage: Temperature Extreme (Hot or Cold); Tools, Instruments

Slip/Trip/Fall Information

Slip: None
Trip: None
Fall From Same Level: None
Fall From Elevated Height: None
Stairs: None

Contributing Factors

Equipment: Using Equipment Improperly
Environment: Hot Objects
Policies / Procedures: Failure to Follow Procedures
Human Factors: Failure to Follow Established Protocol/Procedures; Inattention

Suggested Corrective Actions by Affected Party

Suggested Corrective Actions: None

Supervisor's Comments

Root Causes: - hot equipment
- inattention to equipment and improper handling of equipment

Recommendations / Preventive Measures: Remind users of hot item specific safety procedures as listed in the safety training before use.

Other Comments: Student was given burn ointment and a band-aid.

Corrective Actions Target Date (mm/dd/yyyy) : 07/26/2022 Corrective Actions Complete Date (mm/dd/yyyy) : 26-July-22

EH&S Comments

fwd: Brett Konzek, Brandon Kempman.



Report Number: 2022-07-053

Contact EH&S at 206-543-7262

Person Reporting Incident

Occupation / Position: POSTDOCTORAL SCHOLAR - PAID DIRECT (E S UAW POSTDOC) Date Reported (mm/dd/yyyy) : 07/20/2022
Department: ENG: Civil and Environmental Engineering-Korshin Lab Time Reported: 02:35 PM

Person Involved or Affected

Department: ENG: Civil and Environmental Engineering-Korshin Lab

Incident Details

Campus: Seattle Date of Incident (mm/dd/yyyy) : 07/20/2022
Incident Location: MORE HALL Time of Incident: 11:45 AM
Room: 324
Other:

Incident Description: Today, I diluted the concentrated HCl (12M/L) to 1M/L HCl and wore gloves the entire time. When I finished it and removed the gloves, I noticed that the second joint of my right index finger had turned red and the third part of my finger had become slightly swollen. I can feel some pain when I bend my injured finger. I washed the finger in water for 15 minutes. I feel better every minutes.

Supervisor

Full Name: Gregory Korshin Phone: =+1 206 543-2394
Occupation / Position: Email: korshin@uw.edu
Department: ENG: Civil and Environmental Engineering

Classification

Injury requiring first aid

Has Attachment(s): Yes

Type of Incident

Injury Description (none, if no injury/exposure): Pain, Irritation, Inflammation, Swelling

Body Parts Affected (none, if no injury/exposure): Fingers

Cause of Injury/ Damage, or Potential Injury/Damage: Chemicals

Slip/Trip/Fall Information

Slip: None
Trip: None
Fall From Same Level: None
Fall From Elevated Height: None
Stairs: None

Contributing Factors

Equipment: None
Environment: None
Policies / Procedures: None
Human Factors: Inadequate, Improper PPE

Suggested Corrective Actions by Affected Party

Suggested Corrective Actions: None

Supervisor's Comments

Root Causes: In my judgement, the accident may have been caused either by defective gloves, or their improper use (may be the glove was too tight on the hand thus restricting blood circulation), or possibly a localized allergic reaction. I have discussed these issues with Dr. XXXXXXX and suggested making sure using gloves of proper size that would not affect blood circulation in the fingers. I also suggested using double gloves for work with concentrated acids.

Recommendations / Preventive Measures: Use less restrictive gloves
Check for possible allergic reaction to nitrile gloves
Use double gloves for work with concentrated acids
Make sure that gloves are not damaged
Always use proper PPE for experimental work with any chemicals

Other Comments: Dr. XXXXXXX and I discussed the incident in considerable detail on 7/19/22. She will follow further precautions and corrective actions to make sure that similar accidents do not occur in the future.

Corrective Actions Target Date (mm/dd/yyyy) : 07/25/2022 Corrective Actions Complete Date (mm/dd/yyyy) : 20-July-22

EH&S Comments

fwd: Tracy Harvey, OHNurse, Zara Llewellyn.



U-WIDE HEALTH AND SAFETY COMMITTEE

7/13/2022 Meeting Minutes | 1:00 p.m. - 2:30 p.m. |

Elected Member*		Appointed Member*		Proxy*	
<input type="checkbox"/>	Ryan Hawkinson (1)	<input checked="" type="checkbox"/>	Kurt Oglesby (3)	<input checked="" type="checkbox"/>	Sulgi Lotze (1)
<input checked="" type="checkbox"/>	Carmen Parisi, Chair (1)	<input checked="" type="checkbox"/>	David Manley (5)	<input checked="" type="checkbox"/>	Brett Magnuson (2)
<input checked="" type="checkbox"/>	Nigel Horton (2)	<input checked="" type="checkbox"/>	Andrew Abian (7)	<input checked="" type="checkbox"/>	Martin Arroyo (7)
<input checked="" type="checkbox"/>	Norm Kwasinski (2)	<input checked="" type="checkbox"/>	Susan Wagshul-Golden (8)	<input type="checkbox"/>	Colleen Irvin (9)
<input checked="" type="checkbox"/>	Tony Colinares (3)	<input checked="" type="checkbox"/>	David Zuckerman (10)	<input type="checkbox"/>	Andrea Chateaubriand (10)
<input checked="" type="checkbox"/>	Christine Aker (4)				
<input checked="" type="checkbox"/>	Mary Ann Valentine (4)				
<input type="checkbox"/>	Ansley Roman (5)			<input checked="" type="checkbox"/>	Paula Lukaszek, WFSE 1488
<input type="checkbox"/>	Sarah O'Hara (6)			<input checked="" type="checkbox"/>	Ann Aumann, SEIU 925
<input checked="" type="checkbox"/>	Laura Harrington (6)			<input type="checkbox"/>	Antonio Vasquez, UAW 4121
<input checked="" type="checkbox"/>	Aaron Lewis (7)				
<input type="checkbox"/>	Michelle Miller (8)				
<input checked="" type="checkbox"/>	Alexander Lefort (9)			<input type="checkbox"/>	Faculty Senate – TBD
<input checked="" type="checkbox"/>	Sarah Coppola (9)	<input checked="" type="checkbox"/> = attended meeting * = voting members 13 = voting members for quorum		<input type="checkbox"/>	GPSS – Gabby Rivera
<input checked="" type="checkbox"/>	David Warren (10)				
Ex-Officio Member		Ex-Officio Member		Env. Health & Safety Member	
<input checked="" type="checkbox"/>	Tracey Mosier, UWF	<input checked="" type="checkbox"/>	Rick Gleason, DEOHS	<input checked="" type="checkbox"/>	Katia Harb
<input checked="" type="checkbox"/>	Chris Pennington, UWF	<input type="checkbox"/>	TBD, AGO	<input checked="" type="checkbox"/>	Brandon Kemperman
<input checked="" type="checkbox"/>	Steve Charvat, UWEM	<input checked="" type="checkbox"/>	Nancy Gwin, AGO	<input checked="" type="checkbox"/>	Erin McKeown
<input checked="" type="checkbox"/>	Barry Morgan, UWEM	<input checked="" type="checkbox"/>	Ken Nielsen, Risk Services	<input checked="" type="checkbox"/>	Sonia Honeydew
<input checked="" type="checkbox"/>	Lt. Chris Jaross, UWPB	<input checked="" type="checkbox"/>	Susan Wagshul-Golden, UWT	<input checked="" type="checkbox"/>	Tracy Harvey
<input checked="" type="checkbox"/>	Seth Greenfest, UWHR	<input checked="" type="checkbox"/>	Cham Kao, UWB	<input checked="" type="checkbox"/>	Eleanor Wade
				<input checked="" type="checkbox"/>	Lorilyn A. H. Ignao
<input checked="" type="checkbox"/>	Eric Johnson, UWF TS			<input checked="" type="checkbox"/>	Julie Skene
Guests					
<input checked="" type="checkbox"/>	Shane Ruegamer, UWF	<input checked="" type="checkbox"/>	Helen MacQueen (HSC-1)	<input checked="" type="checkbox"/>	Misty Min-Hee Shock Rule (HSC-2)

Agenda

1. Attendance/Quorum

Sonia Honeydew announced quorum had been met.

2. Call to Order and Welcome

Carmen Parisi opened the meeting with a welcome and gave a water and land acknowledgement. She then explained meeting expectations and voting procedures.

3. Approval of Meeting Minutes

Carmen asked for any corrections to the June meeting minutes. With no corrections, June minutes were approved.

4. COVID-19 Update

Katia Harb opened the discussion with a timely note about indoor heat exposure guidance. When indoor temperatures reach 80 degrees, Katia asked units to be flexible and accommodating with employees.

UW had the expected reduction in COVID cases as campus population decreased. The Husky Coronavirus Testing Program (HCTP) positivity rate is 6.8%; PCR tests are being used less for surveillance and more for confirmation, as more people rely on rapid antigen tests. King, Pierce, and Snohomish counties are still ranked at medium community level, with likely under-reporting. Local jurisdictions are no longer doing contact tracing, as people are less likely to report. There are generally high infection rates now with BA5, which is quite transmissible but not producing a spike in serious illness rates.

The University is anticipating a surge in cases in the fall as people return from other areas. The mask policy is “strongly recommended” in most settings and still required in healthcare settings, shuttles serving healthcare, and when returning to campus after experiencing symptoms or quarantine. UW will be reevaluating the mask policy for Autumn quarter and has a strong desire to align with local health departments, though campus policies have at times been more conservative. Even if there are high community infection levels, King County does not plan to reinstate a mask mandate. You can best protect yourself with a well-fitted mask, not a cloth mask alone. These masks are available around campus.

COVID testing via HCTP will continue next school year with different scaling; the in-person PCR testing at UW Club is closed so please use staffed PCR test kiosks at the HUB, HSB, SLU, Bothell, Tacoma, and Lander Hall (locations and hours on HCTP site). Because more people are using home antigen tests, there are now a dozen antigen test distribution sites across campuses. These are unaffiliated with HCTP – employees or students just show their Husky card to get a free antigen kit. Units can purchase antigen tests from the storefront. Individuals can order free tests from the Washington State Health Department or the federal government. A [PCR vs antigen test comparison table](#) is available on the EH&S website. Report any positive case to EH&S. The COVID Response Team has secured funding for another year.

There are no changes to the University vaccination policy at this time. Governor Inslee has changed the policy for state employees but that does not include higher education. This Autumn, UW will partner with the Dept of Health to offer vaccines and boosters via mobile vans on Seattle campus, and maybe Tacoma and Bothell. Dr. Jeff Gottlieb will release an update to the UW Community before autumn quarter.

In response to a question about whether a vaccine/booster schedule is projected, Katia anticipates an annual Autumn vaccine like for flu. Immunocompromised people should get boosters more regularly. Katia introduced Julie Skene, the new lead for contract tracers. Ellie Wade, the new Assistant Director of Community Public Health, will give these COVID updates as of September.

5. Building Earthquake Retrofits

Shane Ruegamer, UWF Construction Project Manager, presented on the Campus Seismic Retrofit Improvement Program. The multi-phased program started in 2017. Goals were created in response to the Nisqually quake, with the aim to stabilize buildings and ornamentation. The program utilizes a Damage Potential Index determine and prioritize projects. The list of projects has been developed to be proactive with building upgrades. There is a budget of \$50 million, though this budget does not go too far with the older buildings. Shane reviewed the program history and said Phase 3 should be complete by the end of summer.

Seismic upgrades extend the useful life of a building, but the main goal of this project is to hold together building elements (e.g. masonry and appendages) so that people can get out safely. Ornamental pieces are drilled down. Only a limited number of firms can work on these projects. Scoping documents include extensive photo documentation, as every building is different. Some require steel structures and others require exterior fixes for exits. The project list attempts to balance intensive and low intensive buildings for each biennium. This project will continue into the late 2020s.

In response to the question of what happens if there is an earthquake before project completion, Shane answered that they are trying to complete projects as soon as possible. Carmen reviewed "drop, cover, hold" procedures during an earthquake.

6. Organizational Group Reports

Carmen requested groups present reports on anything new, interesting presentations, or any updates.

HSC-1

Carmen Parisi said regarding the availability of rapid antigen tests around campus, the UW Insider reported available locations but HSC-1 requests a separate email communication on this. Katia explained this was in an all-campus email from Jeff Gottlieb at the end of the school year.

HSC-2

Nigel Horton reported the group is moving into the new UDB building. There was an OARS report and some concerns about evacuation procedures at UDB. Multiple groups in HSC2 have been dealing with vandalism issues, and with more encounters with drug paraphernalia and human

waste, an increased concern of bloodborne pathogen exposure. UWF has hired a consultant to help deal with concerns. Norm Kwasinski shared an L&I link regarding outdoor heat exposures.

HSC-3

Kurt Oglesby reported that the group reviewed their charter and made corrections and additions.

HSC-4

Christine Aker reported that the group met but did not reach quorum. They will meet again next month.

HSC-5

David Manley reported that the group met and reviewed presentations about safe patient handling from subject matter experts from employee health, patient rehabilitation, and physical therapy. Group went over trending analyses.

HSC-6

Laura Harrington had nothing to report.

HSC-7

Alaron Lewis had nothing to report.

HSC-8

Susan Wagshul-Golden reported that Steve Costanti was elected the new chair and the group is now using Microsoft Teams platform to keep notes and maintain member engagement.

HSC-9

Sarah Coppola discussed confusion over HCTP reduction in surveillance testing during summer quarter while classes and labs are active on campus. She asked how University plans to keep up with testing demand. HSC-9 has drafted a request for stricter policies in Autumn, or to allow individual professors more authority re: COVID precautions in their spaces. Sarah also emphasized the need for better communication, particularly to postdocs, about where to report COVID. She also asked for how to deal with indoor heat conditions and how to know at what point should people be sent home? Sarah also described concerns about significant disruptions caused by previous HBO filming; the production crew did not work with EH&S or the ADA office.

Katia said Husky Testing will continue offering PCR kits via kiosks, even though the UW Club is closed. There are also free public health testing sites. Mail-in testing kits are available for Tacoma and Bothell students and personnel. The SLU testing site is adjusting hours. Sarah raised concerns about people with symptoms entering heavy traffic areas like the HUB to get a test, and Katia responded that it is expected they will wear a well-fitted mask.

Katia said EH&S agreed there were problems with the last HBO filming session. For the next filming session HBO will be working with the media team to address EH&S considerations.

Katia said the EH&S website has heat stress information, though mostly for outdoor workers. For the many buildings that do not have air conditioning, departments should have accommodations for remote work or find different areas for employees to work.

HSC-10

David Warren described an OARS report that someone fell off of a chair they used as a ladder.

7. Union & Senate Reports

GPSS

Not present.

WFSE 1488

Not present.

SEIU 925

Ann Aumann had nothing to report.

AW 4121,

Not present.

Faculty Senate

Not present.

8. Ex Officio Reports**UW Facilities**

Nothing to report.

UWPD

Chris Jaross reported that two officers were recently hired, one more will join in a couple of weeks. Chief selection process had been narrowed down to two candidates. The department is hoping to have a decision by the end of summer.

Emergency Management

Steve Charvat reported on indoor heat protocols. University departments should follow L&I and State recommendations, and should not wait for University-wide decisions to be set. Considering summer heat and wildfire smoke, individuals may be looking to come to campus to work. Emergency Management is currently looking for recommendations for minimizing heat impact.

DEOHS

Rick Gleason reported that the Governor's Health and Safety conference is in two months, featuring Root Cause Analysis process. Some portions of the conference will be recorded.

AGO

Nancy Gwin had nothing to report.

Claim Services

Ken Nielsen had nothing to report.

Transportation Services

Eric Johnson had nothing to report.

UW Tacoma

Susan Wagshul-Golden had nothing new to report.

UW Bothell

Martin Arroyo had nothing to report.

UWHR

Seth Greenfest had nothing to report.

9. EH&S Updates**L&I**

Erin described that we had a closing conference with L&I regarding two violations for the School of Dentistry, Oral and Maxillofacial Surgery Department at Sandpoint location. The violations had to do with management of sharps and reusable sharps.

We had an L&I investigation open conference at Harborview having to do with workplace violence. A patient threatened staff when they didn't get what they wanted.

General

Erin announced that the online Fire Extinguisher training has been updated and is now live on the EH&S training website via the UW Bridge learning management system. The course covers the hazards involved in early stage firefighting and the general principles of fire extinguisher use. This course is the prerequisite to sign up for the hands-on fire extinguisher training:
<https://ehs.washington.edu/training/fire-extinguisher-training-online>.

EH&S has a new [Preventing Workplace Falls](#) webpage with information and resources for UW personnel to recognize hazards and reduce the risk of injuries that can occur after falling from a height and from slipping or tripping. The page can be accessed by visiting the EH&S Fall Protection Webpage and clicking on the Preventing Workplace Falls link on the left side of the page beneath Fall Protection.

The EH&S Hazardous Energy Control – Lockout/Tagout webpage and all program documents were updated on June 28th.

Katia announced that the HSB J-wing source removal will take place August 4-6, with robust security.

The 2022 edition of the [UW Field Operations Safety Manual](#) was approved by and is published on the [Field Operations Safety webpage](#).

EH&S is recruiting for three positions including a Physical Safety Program Lead, Fire and Life Safety Specialist, Assistant Director for Occupational Safety and Health, and a Manager in Research and Occupational Safety.

10. Good of the Order

Carmen asked if anyone had anything to offer for the good of the order. There was nothing.

11. Adjourn

Carmen asked for a motion to adjourn. Motioned and seconded.

Meeting adjourned: 2:07pm

Links/Resources:

COVID-19 Testing: <https://www.washington.edu/coronavirus/testing/>

Current COVID-19 conditions and looking ahead to summer and fall:

<https://www.washington.edu/coronavirus/2022/06/02/current-covid-19-conditions-and-looking-ahead-to-summer-and-fall/>

Ambient Heat Exposure Rulemaking:

<https://lni.wa.gov/safety-health/safety-rules/rulemaking-stakeholder-information/ambient-heat-exposure-rulemaking>

Husky Coronavirus Testing: <https://www.washington.edu/coronavirus/testing/hct/>

Indoor Air Quality: <https://www.ehs.washington.edu/environmental/indoor-air-quality>

Governor's Industrial Safety & Health Conference: <https://na.eventscloud.com/website/37083/>

Prevent Workplace Falls: <https://www.ehs.washington.edu/workplace/fall-protection/preventing-workplace-falls>

Institutional Chemical and Physical Safety Committee: <https://ehs.washington.edu/research-lab/laboratory-safety/institutional-chemical-and-physical-safety-committee>

DRAFT

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

August 10, 2022

1:00 p.m. – 2:30 p.m.

Zoom (screen required)

Zoom phone shortcuts to mute self *6, and raise hand *9

Agenda Item	Lead	Process	Time
Attendance/Quorum (13)	Sonia Honeydew	Verify quorum per Zoom gallery count	3 min
Call to Order and Welcome	Carmen Parisi	Robert's Rules of Order	2 min
Approval of Meeting Minutes	Carmen Parisi	Discussion	5 min
COVID-19 & Monkeypox Update	Katia Harb, EH&S	Presentation	10 min
Intro to Resilience Lab	Megan Kennedy, Undergraduate Academic Affairs	Presentation	15 min
Charter Review	Sonia Honeydew, EH&S	Discussion	5 min
Ergonomics Program Updates	Sonia Honeydew, EH&S	Presentation	5 min
Organizational Group Reports*	Committee members	Discussion	15 min
Union & Senate Reports	Union & Senate members	Discussion	5 min
Ex Officio Reports	Ex-Officio members	Discussion	10 min
EH&S Updates L&I Update General Updates	Erin McKeown Brandon Kemperman	Discussion	10 min
Good of the Order	Carmen Parisi	Discussion	5 min
Adjourn	Carmen Parisi	Robert's Rules of Order	

*Organizational Group Reports comprise only novel topics covered at their most recent meeting.

Please send ideas for agenda items to Carmen Parisi and Christine Aker at least 2 weeks prior to the scheduled meeting.