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, MolES/NanoES  
   Tatyana Galenko or Hanson Fong, MSE  
   N. Shane Patrick or Maria Huffman, WNF

2. **Previous Meeting Minutes**

   - August 2022 – approve? Corrections/additions?
   - Minutes posted at [https://www.engr.washington.edu/mycoe/safety](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](https://bitools.uw.edu/#/site/Transitional/projects/573).
   - HFS Res Life @ McCarty Hall (#2022-07-051) – Camp participant burned finger(s) with hot glue gun.
   - Collab Core – WCET Managers @ NanoE Building (#2022-08-051) – Student accidentally stuck their finger with used needle as they removed it from syringe, potentially exposing themselves to a solution of lead (II)iodide, hexane, and trioctylphosphine oxide.
   - WNF @ Fluke Hall (#2022-08-055) – Paid volunteer left significant amount of polymeric and chemical residue on and around shared hot plate without reporting spill.
   - WNF @ Fluke Hall (#2022-08-058) – Employee left methylene chloride/dichloromethane unattended in a closed HDPE container for a lift-off process.
   - WNF @ Fluke Hall (#2022-08-059) – Student discovered they’d unintentionally brought methylene blue into the lab, covered and set aside the solution with the intention of gaining guidance on proper waste disposal, and forgot about it.
   - AA @ Kirsten Wind Tunnel (#2022-08-065) – Student employee was repositioning a stanchion as part of calibrating wind tunnel balance, and their hand was caught in a pinch point and cut by a sharp edge.
   - MSE @ NanoE Building (#2022-08-072) – Employee’s eyes may have been exposed to 532 nm laser when they removed eyewear to see beam spot; employee noticed an increase in floaters and general eye fatigue.
   - MSE @ Wilcox Hall (#2022-08-097) – Student employee sliced off tip of left index finger while using paper cutter.
   - ChemE @ Benson Hall(#2022-08-118) – An employee found a Bunsen burner gas line had been left open overnight, so they turned it off, closed the lab, and advised authorities.
   - WNF @ Fluke Hall (#2022-08-120) – A facility user found a squeeze bottle of acetone partially melted against a hotplate in a fume hood.

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**

   - August meeting minutes attached.
   - September agenda attached. Meeting highlights will be presented by Alex Lefort:
COVID-19 Updates:
- King and surrounding counties continuing to see dropped numbers of infection, though also lower testing.
- Quarantine is no longer required for close contacts outside of healthcare settings, regardless of vaccination status.
- Bivalent (BA4/BA5) Omicron boosters now available; The University strongly recommends receiving these. They are required for medical locations.
- UW will be providing the new boosters at both the Medical Center and at pop-up clinics around campus at the beginning of October. See the COVID-19 page for more information on location and dates or click this link: https://www.washington.edu/coronavirus/2022/09/12/covid-19-vaccine-pop-up-clinics-oct-3-5/
- Governor is poised to rescind all COVID-19 emergency orders by end of October.
- The COVID-19 Public Health Flowchart has been updated and significantly streamlined.
- EH&S has also added a new UW Guidelines Summary sheet: https://www.ehs.washington.edu/system/files/resources/covid-guidelines-summary.pdf
- The first two weeks of the quarter masks are strongly recommended.
- Students are asked to test prior to coming back to campus
- Reporting positive test results is still required.
- Updates will be sent via email in the coming weeks.

Monkey Pox Updates:
- Cases in King County and state-wide are starting to level off.
- EH&S still wants to know if there is a positive exposure thought to have happened on campus.
- Vaccine supplies are still limited and are targeted to groups at high risk and to those who have been exposed.
- Slides have been sent out via email for additional information.

Guest Speaker: Matt Weber, Director of Workers Compensation Office speaking on Workers Comp:
- There are incentives for bringing a person back to work to assist with helping them with their job.
- It is important to look for low-energy job opportunities around your departments which could be extended to someone returning from an injury.
- Much more information on this topic in the slides sent via email with respect to break-downs in the injuries that occur, where they occur, how to mitigate them, and how to assist people returning to work.

U-Wide Committee reviewed and voted on changes to the U-Wide Charter.

Keep an eye on your fire extinguishers! Ensure they’re up to standard, but also that they are present and not missing.

A new voluntary training has been launched for Chemical Hygiene Officers: Hands-On Training for CHOs: https://www.ehs.washington.edu/about/latest-news/new-hands-training-chemical-hygiene-officers

WA Governor’s Safety & Health Conference is this month: https://lni.wa.gov/safety-health/safety-training-materials/workshops-events/governors-industrial-safety-health-conference
6. Member Updates

Next Meeting: October 26th, at 1:30 PM, via Zoom
Meeting Date: August 24th, 2022 (via Zoom)

Attended
- Carter Beamish, AA
- Robbie Wong, BioE
- Benjamin Rutz, ChemE
- Alexander Lefort, CSE
- Tai Chen, ECE
- Sonia Honeydew, EH&S
- Sheila Prusa, ISE
- Kameron Harmon, ME
- John Young, MolES/NanoES
- Hanson Fong, MSE
- N. Shane Patrick, WNF

Absent
- Ted Hanson, CEE
- Michael Pomfret, CEI
- Michael Glidden, CoE Deans Office
- Sarah Coppola, HCDE

Previous Meeting Minutes
- July 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
DRAFT Meeting Minutes
Health and Safety Committee for Group 9 (College of Engineering)

- ChemE (#2022-04-028) – Ben was able to sit down with group and confirm that the space in which the incident happened is, indeed, a sanctioned space for terminal animal care. They take the animals from another facility and bring them in to be euthanized and studied. Lab reps are working with EH&S on all facilities and have met all requirements. The manager, Elizabeth, did recognize that these issues were becoming a pattern and shut down the lab temporarily to assess and change the procedures. They switched from barbiturate euthanasia to only using CO2 euthanasia. No students are handling the rats directly in the CO2 procedures. The only specimens still using barbiturate euthanasia are juveniles where the risk in handling is negligible. This incident report has been closed.

- ChemE (#2022-04-070) – Ben spoke with the student in question and found that this happened as the student was lifting the equipment into secondary containment for changing oil. The secondary containment vessel has been switched to a sheet metal container with no sharp edges (assumed to have folded edges). This incident has been closed.

- ChemE (#2022-04-072) – This incident was similar to #2022-04-028 and has been solved by the prior’s corrective actions as well. This incident has been closed.

- BioE (#2022-07-31) – This incident was caused by insufficient availability of properly fitting PPE for the lab. This has been corrected and the lab reminded not to conduct activities when the PPE is not available. This incident report has been closed.

- WNF (#2022-07-045) – Shane noted that the razor presence is generally unavoidable in the lab, as they cannot use retractable enclosures due to particle and oil contaminant concerns. They are working with EH&S to see if there are other alternatives that wouldn’t be as wasteful as throwing away the razors after one use each. Otherwise, Shane has worked with the student through previously trained info again. This incident has been closed.

- HFS Res Life (#2022-07-051) – Tabled to next meeting due to lack of representation.

- CEE (#2022-07-053) – The incident largely seems to have been a PPE proper fitting issue, which the supervisor has noted has been resolved. This incident report has been closed.

- BioE (#2022-07-053) – Sonia noted that EH&S recommended follow-up PCR testing to all individuals. Robbie stated the underlying issue seems to have been too many volunteers donating swabs all at once and not enough staff to push them through. Procedures have been changed to reduce the number of participants coming in at one time. This incident is closed with the stipulation that Colleen receives the information from this incident report.

Group Business

- Open floor to discussions about COVID-19 in the workplace as continued from discussions in incident #2022-05-010.
DRAFT Meeting Minutes
Health and Safety Committee for Group 9 (College of Engineering)

- Due to multiple largely concerned parties not being present, this business item has been tabled to next meeting.

**UW-Wide Meeting**

- Alex asked if anyone had any questions/comments on notes from the U-Wide:
  - 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.
DRAFT Meeting Minutes
Health and Safety Committee for Group 9 (College of Engineering)

- 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.

**Department Updates**
HCDE – Sarah submitted notes for HCDE updates: We’ve had serious heat issues in Sieg Building all summer. It reaches 80 degrees most days and several days has hit into the 90s. A designated cool space had the AC unit break and facilities has been slow to respond despite multiple attempts to escalate. OSHA and WA L&I guidance shows this as a safety hazard, but EH&S has also responded with unhelpful information. Sarah recommends that UW needs to address the climate change-related heat factors directly and provide climate controlled safe spaces with ergonomic desk setups. Facilities needs to prioritize fixing AC during heat crises. Sarah notes HCDE has ongoing concerns about the biological hazards of COVID and Monkey Pox. Also has ongoing concerns around mental health hazards created by 2.5 years of crisis staffing and teaching and insufficient resources from the University to mitigate harms.

MolES/NanoES – Mike Pomfret will be talking about needle prick to guest in space next meeting.

WNF – Couple of incident reports coming up next meeting; in process of updating SOPs. With respect to a large theft of $150,000 in precious metals, DHS has now become involved.

Adjournment

• Adjourned at 2:15 PM. Passed vote to adjourn early.

Next Meeting

• Next meeting will be September 28th, 2022 at 1:30 PM via Zoom.
A student in Make It! Rapid Prototyping gave themselves a small burn using a hot glue gun. They quickly told a staff member and we gave them 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**

- **Name:** Deianeira L Caudle
- **Phone:** +1 206 543-6393
- **Email:** caudld@uw.edu

**Classification**

- Injury requiring first aid

**Type of Incident**

- **Injury Description:** Burn (Thermal, Chemical, Electrical)
- **Body Parts Affected:** Fingers
- **Cause of 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.
A visiting student was participating in a workshop as part of the new NSF Center for Integration of Modern Optoelectronic Materials on Demand. The workshop includes a lab module for the synthesis of fluorescent quantum dots. During the experiment, the visiting student stabbed her left middle finger with a syringe needle while trying to remove the needle from a syringe. The needle had been used to transfer a solution of lead(II) iodide, hexane, and trioctylphosphine oxide. The student washed the wound with soap and water and continued rinsing it for 15 minutes. She was then escorted to the UWMC emergency room for evaluation. She was given a tetanus booster and discharged after the hospital reviewed the SDSs for the chemicals present in the syringe.

Change the procedure to use pipettes instead of syringe needles, review sharps waste procedure.
## Accident / Incident Report

**Report Number:** 2022-08-055

**Contact EH&S at 206-543-7262**

### Person Reporting Incident

- **Occupation / Position:** RESEARCH SCIENTIST ENGINEER IV (E 5 S)
- **Department:** ENG: Collaboration Core - WNF Staff
- **Date Reported:** 08/16/2022
- **Time Reported:** 08:15 AM

### Person Involved or Affected

- **Occupation / Position:** ENG: Collaboration Core - WNF Staff
- **Department:**

### Incident Details

- **Campus:** Seattle
- **Date of Incident:** 08/16/2022
- **Incident Location:** FLUKE HALL
- **Time of Incident:** 07:15 AM
- **Room:** 127B

**Incident Description:**

Beginning at 7:30am, the bench was currently in use for hotplate processing, but the equipment reservation ended at 6:30am. At 7:15, given the user of the hotplate was not in the lab at the time, I went in, set the process containers aside carefully, and began cleaning and clearing the area so the next user could use it. I found a significant amount of polymeric and chemical residue on, around, and behind the hot plate, with the power cord sitting in a small puddle of it, and more on the lid for the sonicator. As there was not evacuation issued (nor warranted) and no staff had been contacted for assistance with the spill, I was left with only the conclusion that a spill occurred and was left as an unattended hazard for others to potentially come into contact with.

This is a major violation of our cardinal safety rules. As such, I removed the user's access effective as of noon and will be reviewing the incident with the rest of the WNF management team. I am recommending a 30 day suspension.

### Supervisor

**Full Name:** Nicholas S Patrick
**Phone:** +1 206 221-1045
**Occupation / Position:**
**Department:** ENG: Collaboration Core - WNF Staff

### Classification

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

### Type of Incident

- **Injury Description:** None
- **Body Parts Affected:** None
- **Cause of Injury/Damage:** Chemicals

### Contributing Factors

- **Equipment:** None
- **Environment:** Chemicals; Poor Housekeeping
- **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

### Lab Access

Lab access to be suspended pending review and retraining.

### Supervisor's Comments

Failure to follow procedures regarding small spills and correct cleanup. Inattention to details.

### EH&S Comments

Lab access to be suspended pending retraining.

**Corrective Actions Target Date:** 08/19/2022
**Corrective Actions Complete Date:** 20-August-22

**Other Comments:** Observation of this process continues. No further incidents of such chemical contamination or failure to follow procedures has been observed. The subject's processing rights and access have been restored after thorough review and discussion between all parties.
**Incident Details**

- **Campus:** Seattle
- **Incident Location:** FLUKE HALL
- **Room:** 127B
- **Date of Incident (mm/dd/yyyy):** 08/16/2022
- **Time of Incident:** 07:15 AM

**Incident Description:**
While attending to another matter, I noticed an HDPE container with a screw top lid in use, unattended, with a lift-off process in progress using methylene chloride/dichloromethane. This chemical can be used safely with HDPE for short periods of time, but will swell significantly with long exposure. Long exposures are not allowed with this chemical at WNF. I removed the user's sample and disposed of the chemical per WNF's solvent management plan. Historically, this chemical was intended to be used in very small amounts for very short term use for removing one specific polymer in use at WNF. Over time the use of it appears to have expanded. Documentation and training needs to be formalized for its usage at this point. Methylene chloride has been removed from the facility until this can be addressed.

**Supervisor's Comments:**
- Expanded use of historical chemical, loss of process monitoring.
- Insufficient communication/process documentation.
- Codify usage of methylene chloride at WNF. Require and provide training.

**Recommended Corrective Actions by Affected Party:**
- Codify use of methylene chloride at WNF. Require and provide training.

**Other Comments:**
- Codify usage of methylene chloride. Provide and document training.
University of Washington
Accident / Incident Report

2022-08-05

Report Number: 2022-08-059
Contact EH&S at 206-543-7262

Person Reporting Incident
Occupation / Position: RESEARCH SCIENTIST/ENGINEER 4 (E S 9)
Date Reported (mm/dd/yyyy): 08/16/2022
Department: ENG: Collaboration Core - WNF Staff
Time Reported: 10:09 AM

Person Involved or Affected
Department: ENG: Electrical & Computer Engineering Chen JM Student

Incident Details
Campus: Seattle
Date of Incident (mm/dd/yyyy): 08/16/2022
incident Location: FLUKE HALL
Time of Incident: 07:15 AM
Room: 127B

Incident Description:
I spoke with the user in question and the methylene blue was used on a patterned silicon wafer in a different location on campus at an earlier step in the user's process. When the user exposed the wafer to solvent at WNF, they noticed the solvent waste took on a slight blue color, indicating the presence of methylene blue. The user sealed the container, set it aside, and intended to contact staff for guidance on handling the waste mixture since the chemical has no established waste path at WNF. This work occurred on June 20th according to the date on the container and was observed still sitting in the fume hood on the date of this report.

User acknowledges the failure to follow through on contacting staff in a timely manner and has been reminded of ..

Supervisor
Full Name: Nicholas S Patrick
Phone: +1 206 221-1045
Email: patrickns@uw.edu
Department: ENG: Collaboration Core - WNF Staff

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

Has Attachment(s): Yes

Type of Incident
Injury Description (None, Fast, Injury/exposure): None
Body Parts Affected (None, Fast Injury/exposure): None
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
Stair: None

Contributing Factors
Equipment: None
Environment: Chemicals
Policies / Procedures: Failure to Follow Procedures
Human Factors: Failure to Follow Established Protocol/Procedures

Suggested Corrective Actions by Affected Party
Suggested Corrective Actions: None

Supervisor’s Comments
Failure to report in a timely manner.

Root Causes: Failure to report in a timely manner.

Recommendations / Preventive Measures:
Remind user on importance of an accurate and complete chemical database for emergency response.
Remind user of importance of reporting issues promptly.

Other Comments: 
fwd: Tracy Harvey, OH Nurse. Zara Llewellyn.

Corrective Actions Target Date (mm/dd/yyyy): 08/16/2022
Corrective Actions Complete Date (mm/dd/yyyy): 16-August-22
Methone + IPA + Methyl
University of Washington  
Accident / Incident Report

<table>
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<th>Report Number:</th>
<th>2022-08-065</th>
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<td>206-540-7262</td>
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**Person Reporting Incident**

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<tbody>
<tr>
<td>ASSOCIATE DIRECTOR-PROGRAM OPERATIONS (E S 9)</td>
<td>08/16/2022</td>
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<td>ENG: Aeronautics and Astronautics-Administrative</td>
<td>04:17 PM</td>
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**Person Involved or Affected**

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**Incident Details**

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<tr>
<td>KIRSTEN WIND TUNNEL</td>
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<th>Other</th>
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**Injury Description:**

XXXXXXX was adjusting a vertical stanchion as part of the procedure to calibrate the wind tunnel balance. While attempting to reposition the stanchion to extend it's travel, his hand was caught in a pinch point on a portion of the device that had not been adequately de-burred. He suffered a laceration that needed medical attention. Another student, XXXXXXX, administered first aid and drove XXXXXXX to the emergency room.

**Supervisor**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cara L Winter</td>
<td><a href="mailto:winterc@uw.edu">winterc@uw.edu</a></td>
</tr>
</tbody>
</table>

**Classification**

Injury involving lost work days

**Type of Incident**

Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound)

**Body Parts Affected**

Hands, Wrists

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

Struck or Pinched by Moving Object, Tools, Instruments

**Slip/Trip/Fall Information**

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<thead>
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<th>Slip</th>
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<th>Fall From Same Level</th>
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<th>Stairs</th>
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<tr>
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**Contributing Factors**

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<thead>
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<th>Equipment</th>
<th>Using Equipment Improperly</th>
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<thead>
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<th>Environment</th>
<th>Sharp Objects</th>
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<tr>
<th>Policies / Procedures</th>
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<th>Human Factors</th>
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**Suggested Corrective Actions by Affected Party**

Suggested Corrective Actions: None

**Supervisor's Comments**

Root Causes:

Improper use of equipment - hands should be kept clear of the pinch points. Sharp object - equipment had not been properly deburred

Recommendations / Preventive Measures:

Review proper use of the equipment and deburr the sharp edges.

Other Comments:

Corrective Actions Target Date (mm/dd/yyyy): 08/22/2022  
Corrective Actions Complete Date (mm/dd/yyyy): 22-August-22

**EH&S Comments**

Feed: Brett Konzek, Brandon Kemperman.
### Person Reporting Incident

<table>
<thead>
<tr>
<th>Occupation / Position</th>
<th>Date Reported (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH ASSISTANT</td>
<td>08/06/2022</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Time Reported:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG: Materials Science and Engineering-Pauzauskie Lab JM Student</td>
<td>06:54 PM</td>
</tr>
</tbody>
</table>

### Person Involved or Affected

| Department | ENG: Materials Science and Engineering-Pauzauskie Lab JM Student |

### Incident Details

<table>
<thead>
<tr>
<th>Campus</th>
<th>Date of Incident (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seattle</td>
<td>08/09/2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident Location</th>
<th>Time of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NANOENGINEERING BLDG</td>
<td>03:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>G991</td>
<td>other lab members were working to align a 532 nm laser using two mirrors, a beam splitter, neutral density filter, and a stage with a sample. We were wearing the appropriate protective eyewear for this wavelength and using sensor cards to see the beam spot. The optics table is slightly above waist level. The exposed 532 nm beam was pointed in my direction (but not at eye level) and I was adjusting two mirrors to center the beam spot on the card at the stage. I was standing on the side before the filter (the pointed in my direction (not at eye level) was unfiltered). The beam is 100 mW beam at the laser head. I was having trouble seeing the beam spot due to the physical distance between myself, the stage with the sample, and the protective laser eyewear. My coworker suggested that I could also take off my laser eyewear to see the beam spot better. Around the same time that this suggestion was made, my coworker also increased the beam power going through the filter. I briefly lifted my glasses while trying to look for the beam spot on the sample, but since the light felt too ..</td>
</tr>
</tbody>
</table>

### Supervisor

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter J Pauzauskie</td>
<td>+1 206 543-2363</td>
</tr>
</tbody>
</table>

### Classification

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

### Type of Incident

- Eye or Vision issues

### Contributing Factors

- Equipment: No Guards/Barriers
- Environment: None
- Policies / Procedures: Failure to Follow Procedures; Inadequate Planning, Preparation
- Human Factors: Inadequate Training; PPE Not Used

### Suggested Corrective Actions by Affected Party

- None

### Supervisor's Comments

I had missed my laser safety training, which is my fault. Having a more documented way to check lab safety trainings will help in these situations where a training is missed. The safety trainings are really important. Additionally, I believe there are issues present in the safety beyond the training documentation. I think it will be helpful to work on adding enclosures to our lasers for the portion of the lasers that are above the threshold power for safely using without glasses, even though we use glasses, for the times that we want to use the 532 nm laser without glasses. Also, I think we should have a procedure for checking for stray beams off of the optics table and specular reflections off of the optics table so that we can be more positive about safety even w..

### Other Comments

- Amy Lim, Phil Campbell.
**Incident Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Incident (mm/dd/yyyy)</td>
<td>07/08/2022</td>
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<tr>
<td>Time of Incident</td>
<td>03:30 PM</td>
</tr>
<tr>
<td>Campus</td>
<td>Seattle</td>
</tr>
<tr>
<td>Location</td>
<td>MILCOX HALL</td>
</tr>
<tr>
<td>Room</td>
<td>139</td>
</tr>
</tbody>
</table>

**Supervisor**

- Full Name: Eleftheria Roumel
- Phone: +1 206 616-2832
- Occupation / Position: ENG: Materials Science and Engineering
- Department: ENG: Materials Science and Engineering

**Classification**

- Injury requiring first aid

**Type of Incident**

- Injury Description (none, fits injury/exposure): Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound)
- Body Parts Affected (none, fits 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: None
- Policies / Procedures: None
- Human Factors: Inattention

**Suggested Corrective Actions by Affected Party**

- Suggested Corrective Actions: None

**Supervisor’s Comments**

- Wear cut resistant gloves while using paper cutter

**Root Causes**

- Inattention

**Recommendations / Preventive Measures**

- Wear cut-resistant gloves while using paper cutter

**Other Comments**

- Order for gloves will be placed today, 8/24/2022.
Report Number: 2022-08-118
Contact EH&S at 206-543-7262

Person Reporting Incident
Occupation / Position: GRADUATE FELLOW STIPEND W/ BENEFITS
Date Reported (mm/dd/yyyy): 08/27/2022
Department: GRAD: Finance
Time Reported: 08:05 PM

Person Involved or Affected
Department: GRAD: Finance

Incident Details
Campus: Seattle
Date of Incident (mm/dd/yyyy): 08/27/2022
Incident Location: BENSIGN HALL
Time of Incident: 09:00 PM
Room: B33

Incident Description:
We entered the lab to a smell of natural gas. We identified that the bunsen burner gas line had been left open overnight and closed the valve. We closed the room, left the building and called campus police to check on it. Natural gas smell had dissipated by the next morning.

Supervisor
Full Name: Cole A DeForest
Phone: +1 206 543-5961
Occupation / Position: ENG: Chemical Engineering-Faculty
Department: ENG: Chemical Engineering-Faculty

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

Has Attachment(s): No

Type of Incident
Injury Description (none, Fire, Injury/exposure): None
Body Parts Affected (none, Fire, Injury/exposure): None
Cause of Injury/Damage, or Potential Injury/Damage: Chemicals; Ventilation, Indoor Air Quality issues

Slip/Trip/Fall Information
Slip: None
Trip: None
Fall From Same Level: None
Fall From Elevated Height: None
Stair: None

Contributing Factors
Equipment: None
Environment: None
Policies / Procedures: Failure to Follow Procedures
Human Factors: Failure to Follow Established Protocol/Procedures

Suggested Corrective Actions by Affected Party
Suggested Corrective Actions: None

Supervisor’s Comments
Lab researcher forgot to turn off gas line when not in use. Lack of posted protocols reminding folks of the critical importance of this.

Other Comments:
I agree with XXXXXXX's writeup and the response taken.

Corrective Actions Target Date (mm/dd/yyyy): 08/29/2022
Corrective Actions Complete Date (mm/dd/yyyy): 08/29/2022

EH&S Comments:
feed: Tracy Harvey, Zare Llewellyn.
Subject of report, while working overnight, discovered an acetone wash/squeeze bottle partially melted against a large hotplate in one of WNF’s fume hoods. The sidewall of the bottle was still intact when it was found and the contents had not leaked out, though softening/deforming had occurred. Acetone being highly flammable, this could have lead to a much bigger issue.

The hood in question houses 3 hotplates. While appropriate solvents requiring heating can be used on these hotplates in sealed, compatible containers, pouring, spraying, transferring or other open container use of solvents is prohibited. The hood is labeled "No Wet Processing" which our users are trained during facility onboarding to understand.

Supervisor’s Comments

Failure to follow procedures

Remind all users that no wet processing means no active use of chemicals and no containers that are incompatible with hotplates are not allowed in this hood, per its labeling.

Suggested Corrective Actions by Affected Party

None

Recommended all users that any active solvent use or containers not compatible with hotplates are not allowed in this hood, per its labeling.

Corrective Actions Target Date (mm/dd/yyyy) : 08/29/2022  Corrective Actions Complete Date (mm/dd/yyyy) : 29-August-22
## U-WIDE HEALTH AND SAFETY COMMITTEE

### 8/10/2022 Meeting Minutes | 1:00 p.m. - 2:30 p.m. |

<table>
<thead>
<tr>
<th>Elected Member*</th>
<th>Appointed Member*</th>
<th>Proxy*</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Ryan Hawkinson (1)</td>
<td>☒ Kurt Oglesby (3)</td>
<td>☐ Sulgi Lotze (1)</td>
</tr>
<tr>
<td>☒ Carmen Parisi, Chair (1)</td>
<td>☒ David Manley (5)</td>
<td>☒ Brett Magnuson (2)</td>
</tr>
<tr>
<td>☐ Nigel Horton (2)</td>
<td>☒ Andrew Abian (7)</td>
<td>☒ Martin Arroyo (7)</td>
</tr>
<tr>
<td>☐ Norm Kwasinski (2)</td>
<td>☐ David Zuckerman (10)</td>
<td>☐ Colleen Irvin (9)</td>
</tr>
<tr>
<td>☒ Tony Colinares (3)</td>
<td>☒</td>
<td>☒ Andrea Chateaubriand (10)</td>
</tr>
<tr>
<td>☐ Mary Ann Valentine (4)</td>
<td>☒</td>
<td>☒ Christy Cherrier (7)</td>
</tr>
<tr>
<td>☐ Ansley Roman (5)</td>
<td>☒ Paula Lukaszek, WFSE 1488</td>
<td></td>
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<tr>
<td>☒ Sarah O’Hara (6)</td>
<td>☒ Ann Aumann, SEIU 925</td>
<td></td>
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<tr>
<td>☐ Laura Harrington (6)</td>
<td>☐ Antonio Vasquez, UAW 4121</td>
<td></td>
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<tr>
<td>☐ Alaron Lewis (7)</td>
<td>☒</td>
<td></td>
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<tr>
<td>☐ Michelle Miller (8)</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>☒ Stephen Costanti (8)</td>
<td>☐ Faculty Senate – TBD</td>
<td></td>
</tr>
<tr>
<td>☒ Alexander Lefort (9)</td>
<td>☒ = attended meeting</td>
<td></td>
</tr>
<tr>
<td>☒ Sarah Coppola (9)</td>
<td>☒ = voting members</td>
<td></td>
</tr>
<tr>
<td>☒ David Warren (10)</td>
<td>☒ 13 = voting members for quorum</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Labor Union Member*</th>
<th>Senate Member*</th>
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<tbody>
<tr>
<td>☒</td>
<td>☒ GPSS – Gabby Rivera</td>
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</tbody>
</table>

### Ex-Officio Member

<table>
<thead>
<tr>
<th>Ex-Officio Member</th>
<th>Ex-Officio Member</th>
<th>Env. Health &amp; Safety Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Tracey Mosier, UWF</td>
<td>☒ Rick Gleason, DEOHS</td>
<td>☒ Katia Harb</td>
</tr>
<tr>
<td>☒ Chris Pennington, UWF</td>
<td>☐ TBD, AGO</td>
<td>☐ Eleanor Wade</td>
</tr>
<tr>
<td>☒ Steve Charvat, UWEM</td>
<td>☒ Nancy Gwin, AGO</td>
<td>☐ Brandon Kemperman</td>
</tr>
<tr>
<td>☐ Barry Morgan, UWEM</td>
<td>☐ Ken Nielsen, Risk Services</td>
<td>☒ Erin McKeown</td>
</tr>
<tr>
<td>☒ Lt. Chris Jaross, UWPD</td>
<td>☒ Susan Waghshul-Golden, UWT</td>
<td>☒ Sonia Honeydew</td>
</tr>
<tr>
<td>☒ Seth Greenfest, UWHR</td>
<td>☐ Kam Chao, UWB</td>
<td>☒ Lorilyn A. H. Ignao</td>
</tr>
<tr>
<td>☒ Eric Johnson, UW Transp Svcs</td>
<td>☐</td>
<td>☒ Tracy Harvey</td>
</tr>
<tr>
<td>☒ Megan Kennedy</td>
<td>☐</td>
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</table>

<table>
<thead>
<tr>
<th>Guests</th>
<th></th>
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<tbody>
<tr>
<td>☐ Jenna Gravley</td>
<td>☐</td>
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</tbody>
</table>

**Final 8/10/2022 U-Wide meeting minutes**
1. Attendance/Quorum
   Sonia Honeydew announced the group reached quorum.

2. Call to Order and Welcome
   Carmen Parisi opened the meeting with a welcome and gave a land and water acknowledgement, then discussed meeting procedures and expectations.

3. Approval of Meeting Minutes
   Carmen asked for any suggested corrections to the July 2022 meeting minutes. No points were brought up. Carmen then asked for a motion to accept. Ann Aumann motioned and Sarah O'Hara seconded. July meeting minutes were approved.

4. COVID-19 & Monkeypox Update
   Katia Harb introduced that monkeypox will be included in updates as it is a growing concern. COVID positive case reports and testing numbers have decreased in the past month. King County claimed that the most recent wave is receding. This week, King, Pierce, and Snohomish counties moved from medium to low COVID-19 community level. The University will reconsider campus masking requirements and will likely revert to “recommended” indoors. Testing is still available via HCTP PCR test kiosks and at-home antigen test kits distributed throughout campus. An all-campus COVID update is planned, and will ask for students to test before their Autumnal return. Vaccines and boosters will also be made available.

   The World Health Organization declared monkeypox a public health emergency. There are currently over 1,000 infections in the country. Over 200 cases are in Washington State, with the majority in King County. EH&S has recently published a new monkeypox guidance website. Monkeypox spreads differently than coronavirus, through close physical contact (skin, saliva, fomite in household) rather than airborne. Most people recover from monkeypox within 2-4 weeks, but the CDC asks that they isolate during that time. There are limited quantities of monkeypox vaccine so it is not currently recommended for the general public but is aimed toward high-risk populations. UW Medicine also has a monkeypox webpage and is working with King County. UW EH&S tracks cases if exposure occurred at the university. New residence hall guidelines are being drafted. Current cleaning procedures are deemed sufficient, so they are being reinforced. This may be reviewed if needed for patient care settings or residence halls.

   There are no updated vaccine requirements for the ’22-’23 school year, but possibly for ‘23-’24. UW highly recommends individuals get booster shots if they can. A member asked if there will be new guidance for instructors since it’s an unsustainable workload for faculty to accommodate student quarantine and isolation requirements. Academic groups are aware of the issues at hand and are encouraged to be as accommodating and flexible as possible. Faculty should advise their Deans of these challenges, and Katia will reiterate the feedback to the COVID team.

5. Intro to Resilience Lab
   Megan Kennedy from Undergraduate Academic Affairs presented on Resources for Student & Staff Well-Being. MySSP is a student support program accessible 24/7 worldwide via call/chat/text,
with multilingual support available as well. UW Student “Let’s Talk” is staffed by the Counseling Center, which provides referrals and free visits with no appointments necessary. The student Counseling Center offers individual counseling for 4-6 sessions as well as group counseling and other workshops. LiveWell provides skills and knowledge that supports student wellness. Peer Wellness Coaching program is a peer-to-peer coaching service for students.

SafeCampus serves as violence-prevention and response program for students, staff, and faculty. Be REAL is a six-week program with cognitive behavioral skills to help students, staff, or instructors cope with challenging situations, mindfulness skills, and other practices to encourage compassion towards themselves and others. Well-Being for Life & Learning helps faculty create healthy learning environments. The Resilience Lab facilitates instructor and staff growth. The Whole U helps faculty and staff stay healthy and navigate life events and has expanded over the past couple of years to have physical, social, financial, and mental health resources.

Husky Health & Well-Being is a centralized wellness website.

Megan Kennedy can be reached at meganken@uw.edu.

A question was raised in the chat as to which resources are confidential, and which are not. Megan answered that all groups related to the counseling center are protected by HIPPA. Some informal group meetings do not record minutes.

6. Charter Review
Sonia Honeydew showed the University-Wide Health and Safety Committee Charter and asked for suggested updates by August 24th for the committee to vote on at the September meeting. Suggestions may include HSC-9 adaptation of Robert's Rules.

7. Ergonomics Program Updates
Sonia shared that the EH&S Ergonomics page, Office Ergonomics section now includes ten instructional videos for setting up your office workstation, addressing adjustments to the desk, chair, and other common elements. For access to further assessment via online software, complete the Office Ergonomics Evaluation form. The online assessment is free, though additional evaluation by a contracted ergonomist may be charged to the department. The Guide for Selecting Office Ergonomic Furniture and Equipment can help you choose ergonomic items.

8. Organizational Group Reports
Carmen requested groups present reports on anything new, interesting presentations, or updates.

HSC-1
Ryan Hawkinson: lots of new OARS reports, maybe due to increase in new staff.

HSC-2
Brett Magnuson: nothing to report.

HSC-3
Kurt Oglesby: nothing to report.

HSC-4
Not present.
HSC-5
David Manley: will review June and July OARS in August meeting.

HSC-6
Sarah O'Hara: nothing to report.

HSC-7
Martin Arroyo: monthly topic was wildfire smoke (air quality) and outdoor heat guidance.

HSC-8
Stephen Costanti: nothing to report.

HSC-9
Alex Lefort: issues with the HBO film crew on the campus grounds. Dean's office will be talking with Building Coordinators about communication plans. A few more break-ins resulted in missing equipment.

HSC-10
David Warren: wildfire smoke speaker fell through. There was a COVID outbreak on a ship.

9. Union & Senate Reports
   GPSS
   Not Present.
   WFSE 1488
   Paula Lukaszek: reiterated concerns from staff regarding human waste and sharps in garages and stairwells e.g. By George stairwell.
   SEIU 925
   Ann Aumann: nothing to report.
   UAW 4121
   Not Present.
   Faculty Senate
   Not Present.

10. Ex Officio Reports
    UW Facilities
    Chris Pennington: in response to Paula, a document addressing cleanup of human waste and sharps (but not drug paraphernalia) was escalated to leadership today. UWF is currently relying on contractors when drug paraphernalia is present; UW is involving regulatory agencies and subject matter experts before developing guidance for employees to address such hazards. Nothing else to report.
    UWPD
    Chris Jaross: preparing for football season. Human waste and sharps concerns are also impacting UWPD. Chief has been hired.
    Emergency Management
    Steve Charvat: wildfire smoke likely to continue from the drier east side. Looking like a busy autumn, working with public safety.
    DEOHS
    Rick Gleason: nothing to report.
    AGO
    Nancy Gwin: nothing to report.
Claim Services
Ken Nielsen: nothing to report.

Transportation Services
Eric Johnson: nothing to report.

UW Tacoma
Susan Wagshul-Golden: nothing to report.

UW Bothell
Martin Arroyo: nothing to report.

UWHR
Seth Greenfest: nothing to report.

11. EH&S Updates
Erin McKeown offered the following notes on L&I and general EH&S activities:
“There are three Labor and Industries cases in review.

- L&I is conducting a closing conference on the HMC workplace violence case where a patient threatened staff when they didn’t get what they wanted.
- L&I issued two violations with monetary penalties of $6000.00 each to the School of Dentistry Oral and Maxillofacial Clinic for improper management of sharps and reusable sharps. The UW plans to appeal since equipment, procedures and training were in place for proper sharps management.
- L&I held a closing conference regarding a Physician Assistant clerking at the Stafford Creek Correctional Facility who was not provided respiratory protection at this site. UW received three violations and will appeal as contractual agreements were in place whereby Stafford Creek was required to provide appropriate personal protective equipment like respirators.

- A significant project involving the removal of two irradiator sources from the J-Wing occurred on Friday and Saturday. Several contractors, government agencies, and UW departments were involved in planning for the last couple of years and because of amazing planning by everyone involved, the project was completed safely and successfully.
- The Accident Prevention Plan has been updated and the change log has been posted to reflect changes
- An article was posted in our EH&S News Post section for What to do if an L&I inspector contacts you. EH&S is the UW representative and liaison to Washington State Department of Labor and Industries. EH&S coordinates activities related to an L&I investigation.
- Regarding battery recycling, a third option for recycling used batteries is through Batteries Plus Bulbs. Batteries Plus Bulbs will pick up used batteries for recycling and disposal.
- Updating the Managing Lab Chemicals training. The training has been separated out into three modules.
- Hiring updates:
  - Physical Safety Lead starting on August 22
  - ROS is recruiting for two positions:
    - Lab Safety Specialist
• Research and Occupational Health and Safety Manager
  ▪ Campus Preventive Health is recruiting for two Public Health Specialists for the COVID-19/communicable disease response program
  ▪ Planning and Administration is recruiting for a temporary Senior Computer Specialist
  ▪ Occupational Safety and Health is recruiting for one position, A Fire & Life Safety Specialist. In-person interviews will be taking place soon.”

12. Good of the Order
Carmen asked for anything for the good of the order. No points were raised.

13. Adjourn
Carmen asked for a motion to adjourn. Paula motioned to adjourn. Sarah O'Hara seconded.

Meeting adjourned: 2:03pm

Links/Resources:
• EH&S COVID-19 Response & Prevention, covidehc@uw.edu
• UW Coronavirus Page: https://www.washington.edu/coronavirus
• EH&S COVID Resources: https://www.ehs.washington.edu/covid-19-health-and-safety-resources
• COVID-19 Testing Options: https://www.washington.edu/coronavirus/testing/
• Clean and safe storefront: https://dsf2.creatcom.washington.edu/DSF/SmartStore.aspx?SITEGUID=30c8599e-17ba-458a-8f5a-dff460c977#!/Storefront
• https://www.ehs.washington.edu/monkeypox
• https://www.uwmedicine.org/monkeypox
• MySSP at Seattle, Tacoma, Bothell campuses
• Husky Health & Well-Being: https://wellbeing.uw.edu
University-Wide (U-Wide) Health and Safety Committee Meeting Agenda

September 14, 2022
1:00 p.m. – 2:30 p.m.
Zoom (screen required)
*Zoom phone shortcuts to mute self *6, and raise hand *9

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Lead</th>
<th>Process</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Quorum (13)</td>
<td>Sonia Honeydew</td>
<td>Verify quorum per Zoom gallery count</td>
<td>3 min</td>
</tr>
<tr>
<td>Call to Order and Welcome</td>
<td>Carmen Parisi</td>
<td>Robert’s Rules of Order</td>
<td>2 min</td>
</tr>
<tr>
<td>Approval of Meeting Minutes</td>
<td>Carmen Parisi</td>
<td>Discussion</td>
<td>5 min</td>
</tr>
<tr>
<td>COVID-19 &amp; Monkeypox Update</td>
<td>Eleanor Wade, EH&amp;S</td>
<td>Presentation</td>
<td>10 min</td>
</tr>
<tr>
<td>2021 Workers’ Compensation</td>
<td>Ken Nielsen, Claim Services</td>
<td>Presentation</td>
<td>15 min</td>
</tr>
<tr>
<td>Charter Update Approval</td>
<td>Sonia Honeydew, EH&amp;S</td>
<td>Discussion</td>
<td>5 min</td>
</tr>
<tr>
<td>Organizational Group Reports*</td>
<td>Committee members</td>
<td>Discussion</td>
<td>15 min</td>
</tr>
<tr>
<td>Union &amp; Senate Reports</td>
<td>Union &amp; Senate members</td>
<td>Discussion</td>
<td>5 min</td>
</tr>
<tr>
<td>Ex Officio Reports</td>
<td>Ex-Officio members</td>
<td>Discussion</td>
<td>10 min</td>
</tr>
<tr>
<td>EH&amp;S Updates</td>
<td>Erin McKeown, Brandon Kemperman</td>
<td>Discussion</td>
<td>10 min</td>
</tr>
<tr>
<td>L&amp;I Update General Updates</td>
<td>Erin McKeown, Brandon Kemperman</td>
<td>Discussion</td>
<td>10 min</td>
</tr>
<tr>
<td>Good of the Order</td>
<td>Carmen Parisi</td>
<td>Discussion</td>
<td>5 min</td>
</tr>
<tr>
<td>Adjourn</td>
<td>Carmen Parisi</td>
<td>Robert’s Rules of Order</td>
<td></td>
</tr>
</tbody>
</table>

*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.