

**Agenda – June 1, 2015 (belated May meeting)
Group 9 Health and Safety Committee (College of Engineering)**

1. Attending:

Chris Adams, MoIES
Emma Alder, EH/S
Arne Biermans, ChemE
Tracy Erbeck, CSE
Michael Glidden, DO
Sonia Honeydew, DO

Sheila Prusa, ISE
Fiona Spencer, AA
Karen Wetterhahn, MSE
Sean Yeung, CEE
John Young, EE
Norbert Berger, BioE

2. Absent

Cassie Atkinson-Edwards, HCDE

Bill Kuykendall, ME

3. Previous Meeting Minutes

- April 2015 – approve?

4. UW-Wide meeting

- April notes attached
- May
 - After Action Report: Royal Flush
 - UWEM annual functional exercise – more than tabletop, less than boots on ground
 - E-coli in water (worked w/city, state, and EH&S) – based on actual event @ Mercer Island last November
 - Challenges:
 - communication – info collection and sharing (crisis of the commons)
 - role comprehension and job performance inconsistent so req more trng
 - no rep in EOC from research or academic sides of community (of BARC, have Biz and Continuity but not Acad or Res) – who would be the unified voice for these areas? Many public safety efforts on campus are highly decentralized – would like a top dog to pull efforts together
 - how flush bldgs (highest need first, or highest pressure?)
 - Successes:
 - w/in 2 minutes contacted teams and alerted outside parties (same tool as UW Alert)
 - used virtual EOC like Google Docs
 - Anticipate increase in unplanned shutdowns from aging infrastructure
 - Scott Preston and Charles Easterberg working on a way to provide water to the population in a regional emergency.
 - Next exercise will be West Coast Cascadia Subduction earthquake (all west coast exercise)
 - new Shop Survey Program, EH&S
 - see new web page and shop safety checklist
 - started 2 wks ago and will survey all in next 3 mo.
 - define shop as place where fab and repair activities occur, using tools and machinery that present physical hazards – not just tool room, must have at least one piece of machinery... can be teaching, research, facilities maintenance or repairs
 - shops have haz activities, haz mats, haz eqpt
 - Evac Drill Subcommittee report
 - considering zone-wide drills
 - partnering with UWEM and Fire Shop
 - discussing challenge of high-level safety authority
 - crafting survey and message for Building Coordinators invited to UWEM's August meeting
 - Group reports

5. Department Incident Reports (Current)

- BIOE: cut on index finger
- ME: hand crushed by roll of carbon prepreg
- ME/BIOE: piranha solution splashed onto forehead

6. Group Business

- Continuing discussion: best practices for PI management and documentation of personnel training
 - Have a safety coordinator for the lab (assigned role/responsibility)
 - Make initial and continued lab access conditional upon completed safety training
 - Have a checklist of the safety training courses on the lab webpage (safety coordinator writes this for the lab)
 - Grad students and postdocs take new students under their wings to offer guidance to complete the process
 - PI encourages/enforces taking the safety training
 - Talk about safety topics at each weekly lab meeting (<5 minutes but habit)
 - Track training via checklist sheet of courses for each student. Can link PDF file of course "diploma" for the record.
- EH&S new Lockout/Tagout program – any questions?
- new EEOP for Loew (Sonia) – lessons learned and peer review
 - invited other groups to identify EW and had EW/ED mtg to recognize each other and discuss role
 - Protocol for E.W. – dept decides whether sweep area or beeline for exit, but do count heads at EAP
 - Called Classroom Technology and Events (steward of University's general use classrooms) – no plan for instructors, just "whatever bldg says"... will share updated link with whomever assigns Loew classrooms.
 - Check your evac maps, as fire device locations and EAP locations may have changed
 - Dept decides how many people s/b trained in First Aid – one per floor, per lab -- ?
 - Finalized EEOP s/b sent out by Chair/Dean with letter of recommendation to adopt
- EH&S: Emma asked Erin what depts should do with MSDS updates received with no lab affiliation. EH&S' SDS coordinator, Kristin Lowe, recommends that building coordinators send any SDSs to her at krys568@uw.edu or to mychem@uw.edu. She can determine if it is a new SDS that needs to be uploaded for a particular lab.

7. Department updates

8. Next meeting:

- On June 29th, Phil Numoto of EH&S will discuss different types of protective eyewear, and will bring samples. Please email Phil in advance if you have particular situations you'd like him to address.

Draft Meeting Minutes

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

Meeting Date: April 27, 2015

- Attended

Sonia Honeydew, DO
Sheila Prusa, ISE
Emma Alder, EH&S
Bill Kuykendall, ME
J. Sean Yeung, CEE
Ed Havey, EH&S

Chris Adams, MoIES
Cassie Atkinson-Edwards, HCDE
Karen Wetterhahn, MSE
Ruth Woods, BioE
Fiona Spencer, AA

- Absent

Tracy Erbeck, CSE
John Young, EE
Arne Biermans, ChemE
Michael Glidden, DO

- Previous Meeting Minutes

- March 2015 – approved

- Incident Reports

- Past:
 - AA – Ears/bang – resolved
- Current:
 - BioE – undergraduate lab volunteer accidentally cut self with razor blade in lab, working alone on a Saturday. Left trail of blood from lab to restroom on another floor. Office employees discovered blood Monday morning, alerted Custodial Services who decontaminated and cleaned it. Administrator emailed PI and quickly heard from volunteer that he was OK. Administrator discussed with PI that in the lab sharps were not put away, and a sharps container was overflowing – EH&S visited lab a few days later and reviewed sharps and autoclave requirements. PI demonstrated to Administrator that all lab safety training is up to date, including training on the location of the first aid kit in the lab. This incident revealed the lab was out of compliance with volunteer agreement, which specifies that volunteers should be supervised at all times. Department HR reminded PI of volunteer agreement and declined to approve new volunteers until in compliance. Department HR also removed building exterior access from all volunteers in the department (though they retain lab access), making it more likely others will be in the labs during the building hours when they work.
 - BioE averages 75-85 volunteers at any point in time. Volunteers are usually freshmen or sophomores not in the major yet, and they are not taking a class credit for their lab work.
 - The BioE volunteer agreement complies with the School of Medicine volunteer program. It is intended to comply with labor and immigration laws, school and UW policies, and to reduce the risk of accident or injury to volunteers and lab members, ensure welfare of research animals and/or specimens and prevent damage to UW facilities and equipment. It complies with L&I requirements.

Draft Meeting Minutes

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

- Ed Havey, EH&S Ergonomist

- Ed has been here 10 months in a newly-created position. Previously EH&S had one person devoting 10% of their time to ergonomics. Ed's position created because report data showed lots of soft tissue issues in workplace injuries. Ed has been in safety and health for 25 years, including Boeing, Seattle City Light, and 10 years at WSU. His job here entails:
 - Direct client services for 25,000 employees (not hospitals or med ctrs)
 - Non-office ergonomic assistance/review
 - Developing the ergonomics program to cover a university this size (online resources for self-assessments and onsite assessment requests... requests will ping staff's HR who will reach out to DSO and Risk Management, and will ping faculty's channels as well)
- His services are currently free, but as the word gets out that may become untenable. To better serve such a large population, he's working on training evaluators (in positions expecting low turnover), starting with libraries. Those evaluators can contact Ed for more complex cases.
- Question: if someone needs new equipment, who is financially responsible? Answer: if required by ADA for "reasonable accommodation", the department or sometimes the lab covers it. If they can't, they can submit paperwork to the Disability Services office. (Note: if accommodation needed to perform the job, the organization that employs them is responsible for accommodating. Accommodations should be documented and approved.)
- Question: if an employee has a doctor's note, what is next step? Answer: It's up to the department. Ed is happy to vet the request and give his opinion about what will work for the employee. Ed may refer them to DSO, especially if there is a specific diagnosis.
- Note: Ergonomics looks at any job as a system; we are just part of the system. Want to know big picture of the work flow, goals, etc because changing one thing affects other things. Want to design work space to make work safer and more effective.
- Field trip: review computer workstation ergonomics in an office
 - Start with user and chair, then adjust the rest
 - Chair
 - Feet flat
 - Knees slightly lower or even with hip bone
 - Seat pan 2-3 finger widths behind back of knee
 - Back rest slightly reclined
 - Make sure lumbar support fits
 - Arms rest comfortably on armrests (not too low or high)
 - Every 30-45 minutes, move (and it's OK to fidget while sitting; we're not robots)
 - Know manufacturer and make of your chair; go online and watch video on how to adjust (eventually EH&S website will have links for commonly purchased chairs)
 - Visit the Access Technology Center in Mary Gates Hall (8-5 everyday – open to everyone) to test chairs (several big vendors with state contracts are represented)
 - Work surface height: seated elbow height minus 1-2"
 - Keyboard
 - should also be seated elbow height minus 1-2". Keyboard trays are great. There are examples for you to try at the Access Center.
 - Angle should be tilted down and away so wrists are same plane as lower arms, not kinking wrists back.
 - You usually do not want the legs up on the back of the keyboard.

Draft Meeting Minutes

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

- Try an ergonomic keyboard if hand/wrist issues, but no need to change for change's sake.
- Mice: wrist straight on both axes.
- Alternating between keyboard and writing? Space to write on right (or left, depending on handedness), close to keyboard.
- Monitors
 - Monitor top a little lower than eye height
 - Monitor placed arm's distance away
 - Monitor angled back (top further)
 - If using two: primary directly in front of you; or if using equally, centered.
 - If using three: have a deep enough desk so field of vision isn't make too much work for your neck.
 - 2mm font size is default. 3-4 mm font size is recommended (Ctrl + scroll to increase).
 - Notice whether you are leaning in toward the monitor. Many posture problems are caused by vision issues. Have your eyes checked regularly, and ask a professional if you might need special lenses for your type of work.
- Question: what type of sit/stand desks do you recommend? Answer: not the hand-crank ones because people end up not wanting to do the work to change them. Make sure you buy one that is deep enough (cheap ones are shallow).
- Question: what about the modification systems that sit upon a regular desk? Answer: Be cautious of these retrofits. They may not be sturdy and long-lasting, and they may only fit the monitor, forcing the user to sit whenever they need to work with hard copy. A good one costs \$800-1100. A good one (\$900) costs almost as much as a complete standing desk (\$1,000) anyway. I'd rather buy a standing desk because it lasts longer and is more flexible. A gradual shift at UW towards standing desks is expected. It should be the new standard because easier to adjust in seated environment.
- Question: costs of standing desks. Answer: HCDE using Steelcase Airtouch (\$1100) – note that it maxes out at 48" so not good if very tall (or very short) user.
- Handout: How to Set Up Your Computer Workstation (will ask Ed to distribute electronically as well)
- *UW Wide meeting*
 - March – UW Tacoma tour, introduction to EH&S' Environmental Programs (Dave Leonard based in Tacoma but EP serves all UW campuses)
- *Department Updates*
 - EH&S: Emma will ask Erin what depts should do with MSDS updates received with no lab affiliation – could be update or duplicate
 - D.O.: we asked some model PIs how they ensure safety training is complete and documented in their labs. Here are some responses (more expected for next meeting):
 - At More Hall, all CEE PIs funnel students to Sean Yeung, a single point of contact for consistency in safety training. This is possible because only 7 PIs and about 35 students, with change of 3-5 students/qtr. Sean checks training when onboarded, checks off training when trained, and checks once per quarter that everyone current on training.

Draft Meeting Minutes

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

- At MoES, they use CORAL to query the EH&S training site weekly and lock people out of equipment if not in compliance. This is possible because these large pieces of equipment facilitate electronic lockout (3-D printer, electron microscopes, big equipment in cost centers... autoclave possible?). We wonder if this could be connected to CAAMS. CORAL auto-generates a report every week about who's out of compliance – this could be shared with whomever distributes keys, if a keyed room. CORAL was built by Fluke users (see Conrad) who are now at MoES; happy to share the technology.
- In BioE, one lab's annual lab retreats include a safety review and a safety document that must be signed – the retreat increases social bonding and the safety review and document help the lab strengthen the culture of safety compliance.
- ME: EH&S has started a new program of shop safety inspections and will come review ME shops soon. Like lab safety inspections but for shops – we'll know soon which rooms this will include. This coincides with new lockout/tagout program rollout.

Accident Summary Report

HSC 9

4/1/2015 to 4/30/2015

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2015-04-002	BIOENGINEERING	RESEARCH SCIENTIST	3/31/2015	cut on index finger by a razor blade while cutting the plastic sealing	1. peel off the plastic seal by hand, avoid using blade. 2. be careful if one has to use the blade.
2015-04-005	MECHANICAL ENGINEERING		4/1/2015	Written by [REDACTED]: "Basically what happened was that a roll of carbon prepreg fell off of the rollers for the cutting machine and landed on the table. When it fell my hand ended up between the roll and the table, crushing my left middle finger. The roll fell while I was trying to re-position it on the rollers. I went to the doctor to have my finger checked and it seems to just be severely bruised and swollen. "	The lab orientation now includes instructions on handling heavy materials with care.
2015-04-011	MECHANICAL ENGINEERING		4/5/2015	Student was neutralizing spent piranha solution (sulfuric acid + hydrogen peroxide) when small volume (<1ml) of remaining acid solution splashed out of the container and onto the student's forehead. Fortunately his eye protection avoided possible eye exposure. The student immediately wiped the exposed area of his skin and proceeded to irrigate the exposed area using the laboratory's sink-mounted face wash station. On my advice, we called the consulting nurse service and poison control, where it was determined that the student responded appropriately and was not in need of further medical attention.	As a laboratory, we are reevaluating the acid neutralization procedure to be based upon recommendations published by peer institutions. First, all piranha handling and disposal will require the use of a face shield in addition to laboratory safety goggles and be performed in the laboratory hood. Spent piranha will be poured onto a volume of ice equivalent to 5X the volume of piranha, then slowly poured into a saturated solution of sodium bicarbonate until the entire dilute piranha solution is neutralized. The resulting neutralized solution shall then be disposed of down the drain.



University of Washington Accident / Incident Report

Report Number: 2015-04-002

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH SCIENTIST	Department: BIOENGINEERING
Date Reported (yyyy/mm/dd): 2015/03/31	Time of Reporting: 10:18 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH SCIENTIST	Department: BIOENGINEERING

Incident Details

Date of Incident (yyyy/mm/dd): 2015/03/30	Time of Incident: 10:15 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot:	
Room:	Other: Brotman Building rm#419	

Incident Details:
cut on index finger by a razor blade while cutting the plastic sealing
Attachment: No

Supervisor

Last Name: LUO	First Name: PING
Phone: +1 206 616-4567	Email: pingluo@u.washington.edu
Occupation/Position: RESEARCH SCIENTIST	Department: BIOENGINEERING

Classification

Level 1:
Injuries requiring first aid,

Type of Incident

Nature of Injury: Open Wound : Laceration, Puncture, Scratch,
Body Parts Affected: Fingers,
What caused the harm: Needles/Sharps,

Possible Causes

Equipment:
Environment:
Policies / Procedures:
Human Factors: Other,

Suggested corrective action by the affected party

Be more careful

Supervisor's Comments

Root Causes:

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

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

Using blade to cut open the plastic seal on the bottle. This seal should be peeled off by hand.

Recommendations/Preventive Measures:

- 1. peel off the plastic seal by hand, avoid using blade.**
- 2. be careful if one has to use the blade.**

Corrective Actions Target Date (yyyy/mm/dd):
2015/04/01

Corrective Actions Complete Date (yyyy/mm/dd):
2015/04/01

Other Comments:

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2015-04-005

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: HICKNER	First Name: MICHELLE
Phone:	Email: mhickner@uw.edu
Occupation/Position: PROGRAM OPS SPEC	Department: MECHANICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2015/04/01	Time of Reporting: 03:59 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email:
Occupation/Position:	Department: Undergraduate Student

Incident Details

Date of Incident (yyyy/mm/dd): 2015/03/24	Time of Incident: 12:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot:	
Room:	Other: MEB G032A	

Incident Details:

Written by [REDACTED] "Basically what happened was that a roll of carbon prepreg fell off of the rollers for the cutting machine and landed on the table. When it fell my hand ended up between the roll and the table, crushing my left middle finger. The roll fell while I was trying to re-position it on the rollers. I went to the doctor to have my finger checked and it seems to just be severely bruised and swollen. "

Attachment: **No**

Supervisor

Last Name: HICKNER	First Name: MICHELLE
Phone:	Email: mhickner@uw.edu
Occupation/Position: PROGRAM OPS SPEC	Department: MECHANICAL ENGINEERING

Classification

Level 1:
Injuries requiring first aid,

Type of Incident

Nature of Injury: **Contusion/Abrasion/Hematoma,**

Body Parts Affected: **Fingers,**

What caused the harm: **Struck by Object,**

Possible Causes

Equipment:

Environment:

Policies / Procedures:

Human Factors: **Improper Lifting,**

Suggested corrective action by the affected party

Suggested by [REDACTED] "To avoid something like this in the future I would make sure I had a better ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.

grip on the material as well as request the assistance of another person when moving the role of material. "

I've also recommended that the student use a wider setting on the fabric rollers that will make the roll more stable and less likely to fall.

Supervisor's Comments

Root Causes:

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

Fabric rollers were set to a narrow setting despite the wide roll of fabric, and students were possibly rushing instead of taking care while rolling out fabric.

Recommendations/Preventive Measures:

The lab orientation now includes instructions on handling heavy materials with care.

Corrective Actions Target Date (yyyy/mm/dd):
2015/04/09

Corrective Actions Complete Date (yyyy/mm/dd):
2015/04/09

Other Comments:

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2015-04-011

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: RATNER	First Name: DANIEL
Phone: +1 206 685-2840	Email: dratner@uw.edu
Occupation/Position: ASSOCIATE PROFESSOR	Department: BIOENGINEERING
Date Reported (yyyy/mm/dd): 2015/04/05	Time of Reporting: 11:27 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email:
Occupation/Position:	Department: Undergraduate Student

Incident Details

Date of Incident (yyyy/mm/dd): 2015/04/04	Time of Incident: 6:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: W.H. FOEGE BIOENG	
Room: 215A	Other:	

Incident Details:

Student was neutralizing spent piranha solution (sulfuric acid + hydrogen peroxide) when small volume (<1ml) of remaining acid solution splashed out of the container and onto the student's forehead. Fortunately his eye protection avoided possible eye exposure. The student immediately wiped the exposed area of his skin and proceeded to irrigate the exposed area using the laboratory's sink-mounted face wash station. On my advice, we called the consulting nurse service and poison control, where it was determined that the student responded appropriately and was not in need of further medical attention.

Attachment: **No**

Supervisor

Last Name: RATNER	First Name: DANIEL
Phone: +1 206 685-2840	Email: dratner@uw.edu
Occupation/Position: ASSOCIATE PROFESSOR	Department: BIOENGINEERING

Classification

Level 1:
Incidents with no body injuries,

Type of Incident

Nature of Injury: Splash,
Body Parts Affected: Head,
What caused the harm: Chemicals,

Possible Causes

Equipment:
Environment:
Policies / Procedures: Inadequate Planning / Preparation,
Human Factors: Inadequate / Improper PPE,

Suggested corrective action by the affected party

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

Modify existing laboratory specific SOP on piranha neutralization and use of face-shield during open procedures involving piranha or piranha waste.

Supervisor's Comments

Root Causes:

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

Upon post-incident review, we determined the primary cause of the accident was inadequate planning to foresee possible acid splash events. In this case, the splash occurred during the addition of the neutralizing agent, which could have been anticipated to generate heat and possibly result in spatter.

Recommendations/Preventive Measures:

As a laboratory, we are reevaluating the acid neutralization procedure to be based upon recommendations published by peer institutions. First, all piranha handling and disposal will require the use of a face shield in addition to laboratory safety goggles and be performed in the laboratory hood. Spent piranha will be poured onto a volume of ice equivalent to 5X the volume of piranha, then slowly poured into a saturated solution of sodium bicarbonate until the entire dilute piranha solution is neutralized. The resulting neutralized solution shall then be disposed of down the drain.

Corrective Actions Target Date (yyyy/mm/dd):
2015/04/27

Corrective Actions Complete Date (yyyy/mm/dd):
2015/04/27

Other Comments:

We have evaluated this incident as a group and made corrective changes to the lab SOP with piranha including mandatory use of a face shield, in addition to lab glasses, and a revised neutralization protocol employing sodium bicarbonate instead of sodium hydroxide.

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:

University-Wide Health and Safety Committee Meeting Agenda

May 13, 2015
1:00 – 2:30 PM

William H. Foege N-130A

Regular Attendees:

- 2015 University-Wide Health and Safety Committee Members
(<http://www.ehs.washington.edu/ohssafcom/groups.shtm>)
- Jude Van Buren, Katia Harb, Sherry Baron, Emma Alder, EH&S

Agenda Items	Persons Responsible	Process	Time
Call to Order	Leslie Anderson, Chair		
Approve March/April Minutes	Leslie Anderson	Robert's Rules of Order	5 min
After Action Report: Royal Flush	Scott Preston, Emergency Management	Presentation	30 min
Shop Survey Program	Mark Murray, Environmental Health & Safety	Presentation	20 min
Evacuation Drill Subcommittee Update	Leslie Anderson	Presentation	5 min
Organizational Group Reports	Committee Members	Discussion	10 min
Union Reports	Union Representatives	Discussion	5 min
Ex-Officio Reports	Ex-Officio Members	Discussion	5 min
EH&S Reports	Sherry Baron: L&I Update Emma Alder: Election Year Timeline	Presentation	10 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

Next Meeting: 6/10/2015 – William H. Foege N-130A

University-Wide Health and Safety Committee Meeting Minutes

April 8, 2015 1:00-2:15 pm
UW Tacoma – WCG 209

	Elected Membership		Appointed Membership		Guests
X	Leslie Anderson (1)	X	Paul Zuchowski (3)	X	Harlan Patterson
X	Ryan Hawkinson (1)	X	Bob Ennes (4)	X	David Leonard
	Paula Lukaszek (2)		Nadia Khan (4)	X	Milt Tremblay
	Sterling Luke (2)	X	Nicole Sanderson (7)	X	Doug Gallucci
	Sara Jones (3)		Michael Glidden (9)		
	John Martin (6)	X	David Zuckerman (10)		
X	Ron Maxell (6)		Liz Kindred (12)		
	Paul Miller (6)	X	Rob Hinton (12)		
	Charlotte Rasmussen (7)				
X	Stephen Rondeau (8)				
X	Sonia Honeydew (9)				
	Roy Farrow (10)				
	Kathy Newell (10)				
	Rick Gleason (Faculty Senate)				
	Labor Union Representation		Ex Officio Membership		Support
	Jim Bals WFSE Local 1488		Michelle Doiron Attorneys General Office		Jude Van Buren, Director, EH&S
	Joel McCulloch SEIU Local 1199		Tracey Mosier Facilities Services		Katia Harb, Asst. Director, EH&S
	Laura Harrington SEIU 925		Wendy Winslow-Nason Risk Management	X	Sherry Baron, EH&S Technical
	Peter Johnston UAW 4121	X	Ron Fouty Capital Projects	X	Emma Alder, EH&S Technical
			Josh Kavanagh, Transportation Services		

***X= Present at meeting**

Agenda

1. Call to Order
 2. UW Tacoma Background
 3. EH&S, Environmental Programs Update
 4. Tour of UW Tacoma
 5. Adjourn
-

Recorded: by Emma Alder

- 1. Call to Order:** Meeting called to order at 1:05 PM.
- 2. UW Tacoma Background:** Harlan Patterson presented the historical background of UW Tacoma. He discussed how downtown Tacoma has improved since 1990 and how the development and growth of the campus contributed to that revival. UW Tacoma is an urban serving campus that has grown from 2,300 students in 2006 to 4,500 students in 2014. The campus is now a safe place for students and has a strong relationship with the surrounding businesses and community.

David Leonard continued the discussion on UW Tacoma's background. He showed before and after pictures of many areas and buildings on campus. He discussed how the buildings on campus have been renovated to showcase modern interiors with their original industrial exterior. Dave also discussed current projects to improve pedestrian safety on campus.
- 3. EH&S, Environmental Programs Update:** Doug Gallucci gave an overview of the large scope of responsibilities for the Environmental Programs section of EH&S. Some of the section's responsibilities include shipping and disposal of hazardous waste, chemical inventory management, and chemical spill assistance, environmental permitting, and managing the University's Pre-Entry Assessment Team (PEAT).
- 4. Tour of UW Tacoma:** Dave Leonard and Milt Tremblay gave the committee a tour of the UW Tacoma campus.
- 5. Meeting Adjournment:** The meeting was adjourned at 2:30 PM.

Shop Safety Checklist

Survey# _____ Survey Date: _____ Surveyor: _____
 Building: _____ Rooms Surveyed: _____
 RP: _____ Dept: _____
 Lab Contact: _____

#	Yes	No	N/A	Question	Survey Comments	Date Corrected
Administrative						
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the shop have a current version of the Department Health and Safety Plan (APP) that includes shop safety, or a specific Shop Safety Plan?		
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all shop personnel have access to written procedures for working with hazardous equipment that document safety procedures and tasks?		
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all shop accidents and near-misses reported using OARS?		
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was a safety self-audit performed within the last 12 months?		
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the shop kept secure when unoccupied and effectively managed to prevent access by unauthorized personnel?		
Signage						
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are general safety signs posted and conspicuous?		
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are walkways, hazard zones, and restricted areas clearly indicated?		
Hazard Communication						
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the chemical inventory and contact information been reviewed and updated in MyChem within the last year?		
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can the shop readily access an MSDS/SDS for all chemicals?		
Training and PPE						
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a safety training assessment been completed for shop staff and users?		
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has EH&S general safety training been completed and documented for shop staff?		
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has shop specific training been completed and documented?		
13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a PPE hazard assessment been completed for the shop?		
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all shop users been trained on the PPE hazard assessment and how to select, use, inspect, and maintain PPE?		
Emergency Supplies/Equipment/Management						
15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the shop have a chemical spill kit?		
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the shop have a properly stocked first aid kit?		

17 Are eyewashes and showers accessible within 10 seconds travel (approx. 50 feet) from work areas that present exposure hazards?

18 Are eyewashes and showers maintained and routinely tested?

Engineering Controls

19 Do all machines have the proper guards to protect users from injury?

20 Does the shop have a procedure regarding taking defective equipment or tools out of service?

21 Are all hazardous pieces of machinery mounted to a bench top or the floor and secured?

22 Is all hot work adequately controlled in accordance with permit conditions?

23 Are processes that emit vapors, gases, or fumes adequately captured at the source by local ventilation (hoods, snorkel)?

24 Are incompatible compressed gas cylinders segregated when they are in storage?

25 Are gas cylinders labeled and are valve protection caps in place for gas cylinders not in active use?

26 Are compressed gas cylinders secured to prevent them from falling or tipping?

Housekeeping/Organization

27 Is PPE in good condition, properly stored, and easily accessible?

28 Is the shop adequately organized, orderly and clean to provide sufficient work space for operations without accidents or other preventable incidents?

29 Are the shop floors free of slip/trip hazards, clutter or obstructions to safe movement?

30 Are corridors and exits free of obstructions and hazardous materials/processes in accordance with the UW Corridor Policy?

Hazardous Materials Storage and Disposal

31 Are all shop chemicals and waste containers in good condition, compatible with contents, labeled correctly, and fully closed?

32 Are wastes (such as oily rags/contaminated shop towels) properly stored, and disposed of on a regular and routine basis?

33 Are all hazardous material quantities in storage and in use within limits allowed by the Fire Code?

Electrical Safety

34 Do all machines that are hardwired or have the potential to release stored energy have LOTO procedures?

35 Are electrical panels and breakers, and equipment shut off switches accessible and labeled?

36 Are extension cords used only as temporary wiring and not running under carpets, doors, or through walls and ceilings?

37 Is equipment with motors, heaters, and other high amperage needs plugged directly into wall receptacles?

Hoists and Lift Equipment

38 Are cranes maintained and inspected as required, and operators trained?

Fire Safety/Prevention

- | | | | | | | |
|----|-------------------------------------|--------------------------|--------------------------|--|--|--|
| 39 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Are fire extinguishers available, easily accessible, and free of obstructions?</u> | | |
| 40 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Have fire extinguishers been inspected in the last year and been fully charged?</u> | | |
| 41 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Can all shop users hear alarms or is there a process to notify users of alarms in high noise areas?</u> | | |

RP's Comments: