

Agenda – May 23, 2016
Group 9 Health and Safety Committee (College of Engineering)

1. Attending

Fiona Spencer, AA
Colleen Irvin, BioE
Sean Yeung, CEE
Arne Biermans, ChemE
Tracy Erbeck, CSE
Sonia Honeydew, DO
Karen Liebert, EE

Angie Haggard, EH&S
Morgan Tubby, HCDE
Sheila Prusa, ISE
Bill Kuykendall, ME
Chris Adams, MoES
Tatyana Galenko, MSE

2. Absent

Michael Glidden, DO

Emma Alder, EH&S

3. Guest Speaker

- Michael Sletten, UWPD Security Services Manager – active shooter video and briefing about training

4. Group Business

- Group 9 2015 OARS summary, presented to Dean Bragg 5/3/16
- Any BBQ has to have a SFD permit, \$182, 10 days prior. EH&S updating permit flow chart accessed via EH&S main page, Building & Fire Safety, Fire Safety, Outdoor Events.
- Good example of building security reminder email (from MoES, 5/11/16)
- EH&S updating 12 Emergency Procedures for buildings (latest draft 5/17/16)
- UWPD's annual all-BC meeting was 5/17/16
- Funds now available to assist with gender neutral restroom conversion; contact Eric Dauplaise (FS) and cc Jen Self (Q Center)
- EH&S Lab Safety Initiative Task Force begins 5/25/16
- More Annex demo begins 1st wk of June (fencing 5/30)
- Reminder: "Cascadia Rising" emergency management exercise 6/7/16
- Upgrade Husky Ready program (Kuali 2015 migration) 7/1/16

5. Previous Meeting Minutes

- April 2016 – approve?

6. Department Incident Reports

- BIOE – needle punctured finger during animal protocol (Apr)
- ChemE – punctured finger while uncapping needle (Apr)

7. UW-Wide Meeting

- April minutes attached
- May agenda attached

8. Department Updates

9. Next Meeting

- June 27th at 2pm, in CSE 128

DRAFT Meeting Minutes

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

Meeting Date: April 25, 2016

Attended

Colleen Irvin, BioE

J. Sean Yeung, CEE

Arne Biermans, ChemE

Morgan Tubby, HCDE

Angie Haggard, EH&S

Tracy Erbeck, CSE

Sonia Honeydew, DO

Tatyana Galenko, MSE

Karen Liebert, EE

Sheila Prusa, ISE

Absent

Fiona Spencer, AA

Bill Kuykendall, ME

Chris Adams, MoIES

Michael Glidden, DO

Emma Alder, EH&S

Group Business

- CoE building evacuations -- additional feedback on beta test of EH&S process
 - Several departments expressed gratitude for new protocol (EH&S scheduling drills), as the BC/EW had insufficient authority to schedule drills.
 - Several depts described difficulty finding warden volunteers. Will EH&S address that authority/responsibility gap? Should Chairs or Administrators identify wardens? Can wardens be assigned rather than volunteer? What if not in job description?
 - Some depts reported that the authority of the EW role can be a draw.
 - Difficulty keeping occupants 50' (correction: rule is 30') from buildings. CSE uses bullhorn and ED's second in command; has EW's check in, then return to EAP to manage occupants.
 - Some buildings need more evacuation wardens to control exits. People tried to reenter during alarm. EH&S training said to post people at each door, but not enough people.

DRAFT Meeting Minutes

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

- Some depts have EW's sweep, others have them count noses at EAP. Some depts have EWs count noses at EAP, others have them guard doors. CoE policy will be for EW's to exit immediately rather than spend time sweeping, and shout to evacuate as they go, directing people to EAP; then at EAP determine whether anyone is missing (particularly anyone who may have been near the area of concern).
- BioE asking for one warden from each lab. EH&S increased capacity for 5/17 warden training.
- Foegen BIOE (last bldg) will happen in late May.
- It was suggested that for muscle memory, drills should occur more than once a year. Compliance requires only annual drill, but often other unplanned evacuations occur – opportunities to practice.
- We appreciate shorter duration drills; some buildings turned around faster than others (learning curve?).
- General classrooms remain a challenge – don't seem well informed – how to reinforce instructor's evac training each qtr? Classroom Technology & Events responsibility.
- ISE dept not included in doodle poll to schedule ME bldg drill
- Draft FSEP feedback
 - Latest version 3/30/16
- SPU water scare (lead). Not an issue here.

Previous Meeting Minutes

- February 2016 – approved
- March 2016 -- approved

Incident Reports

- BIOE – a few drops of PEG-DA got in eye while cleaning 3D-printed microdevice (Feb). Was not following protocol; now trained better.
- EE – toner dust spill, no injuries (Mar). Now knows protocol.

UW-Wide Meeting

- May agenda attached
- April meeting minutes attached
- April meeting highlights:

DRAFT Meeting Minutes

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

- Emma reviewed 2015 OARS statistics, which will be shown to executive sponsors (ours is Dean Bragg)
- EH&S working on non-fire emergency procedures to post on UW Safety Portal, and a map of all Evacuation Assembly Points, numbered (then you can refer to that number in your FSEP). EH&S also working on ability to update building evacuation maps with in-house resources.

Department Updates

- BioE – Two Pls left, then all EW's assigned. EW training 5/17 and drill at end of May!
- D.O. – note UWPD's annual All Building Coordinator meeting is 5/17, 9-12 in Dempsey 302.

Next Meeting

- April 25th at 2pm, CSE 128

Accident Summary Report

HSC 9

4/1/2016 to 4/30/2016

| <i>Case#</i> | <i>Org Name</i> | <i>Job Title</i> | <i>Date Reported</i> | <i>Employee Activity</i> | <i>Supervisor Corrective Action</i> |
|--------------|----------------------|--------------------|----------------------|---|---|
| 2016-04-024 | BIOENGINEERING | PREDOC RES ASSOC 2 | 4/7/2016 | I was working with Hangyu Zhang, a postdoctoral fellow in Woodrow Lab in the Foege Vivarium. I was doing animal studies from 7:30p to 10:00 pm on Wednesday. I was trained to handle the mice and do the intraperitoneal injection and I have performed such administration many times. But this time, after administrating Avertin intraperitonealy into mice and before I threw the 30g needle into the sharp container, my finger was accidently punctured by the same needle. Blood came out when I squeeze it and I washed with water and soap and cleaned the wound with an alcohol pad. | I have thoroughly reviewed the incident with [REDACTED] who is quite experienced at performing this procedure. I believe having him review the BSM and the animal protocol in addition to committing to be a bit more attentive in the future will be sufficient. |
| 2016-04-054 | CHEMICAL ENGINEERING | | 4/19/2016 | During Polymer Chemistry lab, [REDACTED] noticed a small spot of blood on one gloved finger, indicating that the finger had been pierced by a hypodermic needle. She was working with 20 gauge hypodermic needles as part of the lab. She did not feel any pain prior to noticing the blood, and bleeding stopped easily. The Polymer Chemistry lab does not use any biological agents or microbes. She washed the wound and put on a band-aid. Discussion of the incident with [REDACTED] led to the conclusion that the piercing most likely occurred while uncapping a needle and applying a counterforce to the cap while pulling it off. Working under a fume hood (a somewhat confined space) would be a contributing factor to the tendency to apply a counterforce while uncapping needles. | Written procedure for using hypodermic needles, including uncapping with sufficient unobstructed space to use a continuous motion away from needle. Re-training of all students. |



University of Washington Accident / Incident Report

Report Number: 2016-04-024

Contact EH&S at 206-543-7262

Person Reporting Incident

| | |
|---|-----------------------------|
| Last Name: [REDACTED] | First Name: [REDACTED] |
| Phone: +1 [REDACTED] | Email: [REDACTED] |
| Occupation/Position: PREDOC RES ASSOC 2 | Department: BIOENGINEERING |
| Date Reported (yyyy/mm/dd): 2016/04/07 | Time of Reporting: 10:58 AM |

Person Involved or Affected

| | |
|---|----------------------------|
| Last Name: [REDACTED] | First Name: [REDACTED] |
| Phone: +1 [REDACTED] | Email: [REDACTED] |
| Occupation/Position: PREDOC RES ASSOC 2 | Department: BIOENGINEERING |

Incident Details

| | | |
|---|--|------------------------|
| Date of Incident (yyyy/mm/dd): 2016/04/06 | Time of Incident: 9:00 PM | When Shift Begins: N/A |
| Campus: Seattle | Incident Location/Parking Lot: W.H. FOEGE BIOENG | |
| Room: N056 | Other: | |

Incident Details:

I was working with Hangyu Zhang, a postdoctoral fellow in Woodrow Lab in the Foegel Vivarium. I was doing animal studies from 7:30p to 10:00 pm on Wednesday. I was trained to handle the mice and do the intraperitoneal injection and I have performed such administration many times. But this time, after administering Avertin intraperitoneally into mice and before I threw the 30g needle into the sharp container, my finger was accidentally punctured by the same needle. Blood came out when I squeeze it and I washed with water and soap and cleaned the wound with an alcohol pad.

Attachment: No

Supervisor

| | |
|---|----------------------------|
| Last Name: EDMARK | First Name: RICHARD |
| Phone: +1 206 685-3581 | Email: edmarkr@uw.edu |
| Occupation/Position: RESEARCH SCIENTIST | Department: BIOENGINEERING |

Classification

Level 1:
Injury requiring first aid,

Type of Incident

Injury Description: Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),

Body Parts Affected: Fingers,

Cause of Injury or Damage: Needles, Medical Sharps, Scalpels, etc. (Clinical, Research, Teaching),

Possible Causes

Equipment:

Environment:

Policies / Procedures:

Human Factors: Inattention,

Suggested corrective action by the affected party

I will review the biosafety manual about using needle and syringes and review the Woodrow IACUC protocol #4260-01. In addition, I will be more attentive of using needles in the future.

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.)

It is possible that having performed this procedure numerous times without incident caused a bit of complacency. It is also possible that doing this work in later evening hours may have contributed. I know that this animal facility (vivarium) is intended to be used outside normal business hours and that he was properly trained to perform this task in this environment with his co-worker.

Recommendations/Preventive Measures:

I have thoroughly reviewed the incident with [REDACTED] who is quite experienced at performing this procedure. I believe having him review the BSM and the animal protocol in addition to committing to be a bit more attentive in the future will be sufficient.

Corrective Actions Target Date (yyyy/mm/dd):
2016/04/07

Corrective Actions Complete Date (yyyy/mm/dd):
2016/04/07

Other Comments:

[REDACTED] has reviewed the BSM section and the IACUC protocol. He is a sincere person and I believe this minor accident will raise his awareness level when he performs it again in the future.

EHS Review

| | | | |
|----------------------|-------------|---------------|--------|
| Last Name: | First Name: | Phone Number: | Email: |
| Occupation/Position: | Department: | | |
| Comments: | | | |



University of Washington Accident / Incident Report

Report Number: 2016-04-054

Contact EH&S at 206-543-7262

Person Reporting Incident

| | |
|---|---|
| Last Name: KIM | First Name: ANTHONY |
| Phone: +1 206 543-8786 | Email: andykim@uw.edu |
| Occupation/Position: LECTURER | Department: CHEMICAL ENGINEERING |
| Date Reported (yyyy/mm/dd): 2016/04/19 | Time of Reporting: 05:45 PM |

Person Involved or Affected

| | |
|---|-------------------------------|
| Last Name: [REDACTED] | First Name: [REDACTED] |
| Phone: | Email: |
| Occupation/Position: Undergraduate Student | Department: |
| Person was in Paid Position: No | |

Incident Details

| | | |
|--|---|-------------------------------|
| Date of Incident (yyyy/mm/dd): 2016/04/18 | Time of Incident: 4:00 PM | When Shift Begins: N/A |
| Campus: Seattle | Incident Location/Parking Lot: BENSON HALL | |
| Room: 121 | Other: | |

Incident Details:

During Polymer Chemistry lab, [REDACTED] noticed a small spot of blood on one gloved finger, indicating that the finger had been pierced by a hypodermic needle. She was working with 20 gauge hypodermic needles as part of the lab. She did not feel any pain prior to noticing the blood, and bleeding stopped easily. The Polymer Chemistry lab does not use any biological agents or microbes. She washed the wound and put on a band-aid. Discussion of the incident with [REDACTED] led to the conclusion that the piercing most likely occurred while uncapping a needle and applying a counterforce to the cap while pulling it off. Working under a fume hood (a somewhat confined space) would be a contributing factor to the tendency to apply a counterforce while uncapping needles.

Attachment: **No**

Supervisor

| | |
|--------------------------------------|---|
| Last Name: KIM | First Name: ANTHONY |
| Phone: +1 206 543-8786 | Email: andykim@uw.edu |
| Occupation/Position: LECTURER | Department: CHEMICAL ENGINEERING |

Classification

Level 1:
Injury requiring first aid,

Type of Incident

Injury Description: **Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),**

Body Parts Affected: **Fingers,**

Cause of Injury or Damage: **Needles, Medical Sharps, Scalpels, etc. (Clinical, Research, Teaching),**

Possible Causes

Equipment:

Environment:

Policies / Procedures:

Human Factors: **Inadequate Training,**

Suggested corrective action by the affected party

Proper procedures for uncapping and using hypodermic needles were demonstrated to all students during Week 1 of the quarter, however the detail to un-cap by using a continuous motion away from the needle (and avoid the tendency to apply a counter-force during uncapping) may not have been stressed. An additional precaution for un-capping needles while working in a fume hood is needed: uncapping should be done outside the fume hood, where there is ample unobstructed space to remove the cap with a continuous motion away from the needle. A written procedure and hands-on demonstrations incorporating above will be provided to all students by April 25.

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.)

Recommendations/Preventive Measures:

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

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

Other Comments:

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:

University-Wide Health and Safety Committee Meeting Agenda

May 11, 2016
1:00 – 2:30 PM

Foege N130A

Regular Attendees:

- 2016-2017 University-Wide Health and Safety Committee Members
(<http://www.ehs.washington.edu/ohssaftcom/groups.shtm>)
- Jude Van Buren, Katia Harb, Emma Alder, EH&S

| Agenda Items | Persons Responsible | Process | Time |
|--------------------------------------|---|-------------------------|--------|
| Call to Order | Leslie Anderson | Robert's Rules of Order | |
| Approval of Meeting Minutes | Leslie Anderson | Robert's Rules of Order | 5 min |
| Personal Protective Equipment | Phil Numoto | Presentation | 35 min |
| Evacuation Drill Subcommittee Update | Leslie Anderson | Presentation | 5 min |
| Organizational Group Reports | Committee Members | Discussion | 15 min |
| Union Reports | Union Representatives | Discussion | 10 min |
| Ex-Officio Reports | Ex-Officio Members | Discussion | 10 min |
| EH&S Reports | Emma Alder: L&I Updates EH&S Compliance Projects | Presentation | 10 min |
| Adjourn | Leslie Anderson | Robert's Rules of Order | |

Next Meeting: 6/8/2016

**University-Wide Health and Safety Committee
Meeting Minutes**

April 13, 2016 1:00-2:30 pm
Foegen N130A

| | Elected Membership | | Appointed Membership | | Guests |
|----------|-----------------------------------|----------|--|----------|-------------------------------------|
| X | Leslie Anderson (1) | X | Chad Cook (2) | X | Eric Hausman, EH&S |
| X | Ryan Hawkinson (1) | | Paul Zuchowski (3) | X | Mark Murray, EH&S |
| | Sterling Luke (2) | | Melissa Banks (7) | | |
| | Sara Jones (3) | X | Nadia Khan (4) | | |
| | Carol Harvey (4) | | Liz Kindred (5) | | |
| X | Stephen Lundgren (5) | | David Zuckerman (10) | | |
| X | Ron Maxell (6) | | Liz Kindred (5) | | |
| | Paul Miller (6) | X | Sonia Honeydew (9) | | |
| X | Kelly Carter-Lynn (7) | | | | |
| X | Betsy Brown (7) | | | | |
| | Alex Volkman (8) | | | | |
| | Meghan Fuhlman (8) | | | | |
| X | Hannah Wilson (8) | | | | |
| X | David Warren (10) | | | | |
| X | Rick Gleason (Faculty Senate) | | | | |
| | Labor Union Representation | | Ex Officio Membership | | Support |
| X | Paula Lukaszek WFSE Local 1488 | X | Michelle Doiron Attorneys General Office | | Jude Van Buren, Director, EH&S |
| | Vacant SEIU Local 1199 | X | Tracey Mosier Barb Brown Facilities Services | | Katia Harb, Asst. Director, EH&S |
| | Vacant SEIU 925 | | Wendy Winslow-Nason Risk Management | X | Emma Alder, EH&S |
| | Vacant UAW 4121 | X | Ron Fouty Capital Projects | X | Angie Haggard, EH&S |
| | | | | | |

***X= Present at meeting**

Agenda

1. Call to Order
 2. Approval of Minutes
 3. OARS 2015 Presentation
 4. Evacuation Drill Subcommittee
 5. Organizational Group Reports
 6. Union Reports
 7. Ex-Officio Reports
 8. EH&S Reports
 9. Good of the Order
 10. Adjourn
-

Recorded: by Emma Alder

1. **Call to Order:** Meeting was called to order at 1:05 PM by Leslie Anderson.
2. **Approval of Minutes:** Changes to the March minutes were suggested. The minutes were approved as amended.
3. **Online Accident Reporting System (OARS) 2015 Presentation:** Emma Alder gave an overview of the Online Accident Reporting System (OARS) statistics for 2015. The presentation discussed the top ten causes and types of injuries over time for the University and the top types and causes of recordable injuries. She also discussed current efforts aimed at reducing the most common injuries seen on campus.

http://www.ehs.washington.edu/ohssafcom/2015_OARS_Presentation.pdf

4. **Evacuation Drill Subcommittee Update:** Mark Murray presented on the current efforts of to implement centralized scheduling for fire drills at the University. There was concern for time spent of fire wardens sweeping the building for those left in building. He is editing the new Fire Safety Evacuation Plan (FSEP) document to reflect better guidance for these situations. An FAQ section is also being created for the document. He is working on emergency procedures that will go onto the safety portal. Vince Collins is working on an evacuation assembly point map that will be numbered. You can then refer to those numbers in your building plan. Vince is also working with Capital Planning and Development to see if evacuation maps can be done in-house without the need to use an outside contractor. The representatives of Bothell and Tacoma asked if the evacuation plan changes applied their campuses – the answer was yes. Mark was unsure if the in-house map creation will be applicable to Bothell and Tacoma. There is still an effort to figure out how to handle evacuations in leased buildings. Still figuring out how to deal with leased buildings. A brief discussion continued on ways to implement the new plan.

5. Organizational Group Reports:

- a. **Group 1:** Ryan Hawkinson reported that Group 1 met that morning. They did not meet last month due to Active Shooter Training that most committee members attended. The group discussed ergonomics and newly added OARS categories. A question was brought up about library incidents and how they are shared across campuses. The group also discussed the most recent U-Wide meeting.
- b. **Group 2:** Chad Cook reported on that Group 2 reviewed U-Wide meeting and OARS reports.
- c. **Group 3:** No members present.
- d. **Group 4:** Nadia Khan reported that Group 4 reviewed the U-Wide meeting. During the meeting there was a good discussion about what topics Group 4 wants to discuss at the meetings during the new term. The top 4 issues brought up are: what types of incidents are reported through UW Alerts and what follow-up is reported, elevator incidents, implications of all-gender restrooms, and HR new employee orientations.
- e. **Group 5:** Stephen Lundgren reported that Group 5 meets successfully using technology. The group just did the year-end review of data and numbers of injuries are down but employee retention is up. He also added that new technologies are being used to assist with the ergonomic issues in the medical centers. For example, beds that turn electronically will help with patient handling. Discussed the potential risk of patient handling in Airlift Northwest and how to improve the transport of patients. Aging infrastructures are also a component in terms of safety. He also reported that employees are being retrained in active shooter response.
- f. **Group 6:** Ron Maxell reported that Group 6 did not meet in March.
- g. **Group 7:** Kelly Carter-Lynn reported that Group 7 met the day prior. They reviewed an OARS report about a slip, trip, fall that identified a lip of a crosswalk that people were tripping over. Discussed the Cascadia Rising drill that is coming up – Bothell will be participating. There was discussion of transportation safety for field trips on campus - talking about how to prepare for those trips in terms of first aid kits and safe driving. This may lead to resources that are available to faculty when planning these trips. They discussed opportunities for getting ergonomic assessments done in the Bothell library. The campus will work with Peter Johnson in DEOHS.
- h. **Group 8:** Hannah Wilson reported that there will be evacuation drills going on later this month on campus. A person was seriously injured during a hit

and run on campus – this has led to a focus on pedestrian safety. She reported that there is testing being done for contaminated groundwater on campus. Also learned that the testing done in the past 25 years has not detected any health hazards to people. She also reported that a building that was torn down was used for drills for their police. Hannah concluded by recapping recent L&I activity on the Tacoma campus.

- i. **Group 9:** Sonia Honeydew reported that Group 9 met and had a presentation on Husky Cert. This was started at Bothell and run by a student group. They are allowing faculty/staff to be trained. The group discussed the centralized scheduling where College of Engineering will be a beta test. In recent evacuations, found that people are not evacuating the building fully and stand by outside door. Sonia has completed the new FSEP template and liked it. One current issue is it references the safety portal that is not complete.
 - j. **Group 10:** David Warren reported that Group 10 met in March. The group discussed areas that have loud noise and how to address those concerns. Concussion protocols and what are those – what type of first aid to give. He has not been able to locate a UW policy that covers this topic. David talked about the need for general safety plans for places that are not buildings such as employees who work outside in the middle of nowhere. The group also discussed wilderness first aid training – extremely popular and growing in popularity.
 - k. **Faculty Senate:** No report
6. **Meeting Adjournment:** As the meeting had extended long, Leslie asked for a call to adjourn and table the remaining agenda items for next month. The motion to adjourn was put forward and seconded. The meeting was adjourned by Leslie Anderson at 2:34 PM.