

Agenda – September 25, 2017
Group 9 Health and Safety Committee (College of Engineering)

1. Attending

Fiona Spencer or Eliot George, AA
Colleen Irvin, BioE
Sean Yeung, CEE
Kameron Harmon, ChemE
Sonia Honeydew, CoE DO
Alex LeFort for Tracy Erbeck, CSE
Karen Liebert, EE

Angie Haggard, EH&S
Stacia Green, HCDE
Jenny Dutton or Sheila Prusa, ISE
Bill Kuykendall, ME
Chris Adams, MoIES/NanoES
Tatyana Galenko, MSE

2. Absent

Michael Pomfret, CEI

3. Previous Meeting Minutes

- August 2017 – approve? Corrections?

4. Department Incident Reports

- BioE – mercury thermometer broken, spilled cleaned (Jun)
- BioE @ MoIES – chemical waste container exploded in overheating lab (Aug)
- D.O. (DoIT) – near miss with unmarked curb @ W-10 (Aug)
- CEE – hormonal lake water spilled onto face, hair, shirt (Aug)

5. Group Business

- Group 9 charter: finish customizing
- Group 9 election -- update
- Annual evac drills -- update
- Fire safety surveys -- update
- Evacuation plan (EEOP/FSEP) library – update
- Lab Safety Initiative (LSI) – update
- Accident Prevention Plan (APP) – update
- Review EH&S resources (checklists, protocols, training templates)

6. UW-Wide Meeting

- Aug minutes attached.
- Sep agenda attached. Highlights: 2016 Worker's Comp Claims, Group Election Updates

7. Department Updates

Next Meeting October 30th at 3pm, in CSE 128

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

Meeting Date: Aug 28, 2017

Attended

Fiona Spencer, AA	Natalie Daranyi, EH&S
J. Sean Yeung, CEE	Angie Haggard, EH&S
Kameron Harmon, ChemE	Sheila Prusa, ISE
Alex LeFort for Tracy Erbeck, CSE	Bill Kuykendall, ME
Sonia Honeydew, DO	Chris Adams, MoIES/NanoES
John Young for Karen Liebert, EE	Tatyana Galenko, MSE

Absent

Colleen Irvin, BioE	Michael Glidden, DO
Michael Pomfret, CEI	Stacia Green, HCDE

Introduction

- Natalie Daranyi, EH&S: physical safety e.g. LOTO, confined spaces, fall protection. Some experience with ergonomics but Emma is still main contact for that. Natalie will attend shop safety surveys.

Previous Meeting Minutes

- July 2017 – draft minutes approved as is

Incident Reports

- CEE – fiberglass pierced hand through glove (May). This was from the same batch of concrete as previous injury. Thought had cleaned up but after second incident cleaned better. Lab manager sensitive to issue now.
- DO – Hit head from fall, after chair leg went through hole in floor (May). EH&S following up with FS about checking rest of floor and potential safety funding. Side note: verified HVAC is within code.
- BioE – mercury thermometer broken, spill cleaned (Jun). Lab no longer has mercury thermometers. BioE absent -- discuss in September.

DRAFT Meeting Minutes

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

- ME – chemical spill and exposure (Jun). Got more details: lacking PPE; lab reviewed protocol. [Latest EH&S newsletter](#) clarifies where go after chemical exposure: go to hospital or primary care provider, as Employee Health Center at Hall Health provides scheduled preventive health care rather than primary health care services or on-the-job injury diagnosis/treatment. Exception is the Employee Health Center's medical management program to assist with addressing *bloodborne pathogen exposures*.
- ME – shop saw injury required stitches (Jul). In machine shop, person knowingly failed to use vise or push stick. Student club has own shop masters. They are retraining the person and giving them a shop time out.
- CSE – wrist injury, ergonomic (Jul). Student came to grad advisor with wrist pain after a lot of time typing in poor position. Converted workstation to sit-stand desk so can adjust wrist height even when standing. See EH&S ergonomic resource links [here](#). L&I website has online assessment based on part of desk.
- ChemE @CEI – follow-up on high-voltage power amp fire: received equipment failure analysis report, which confirms eqpt fault, not infrastructure. Scott recommends preventative approach with medical eqpt; [Scientific Instruments](#) can test for grounding and electrical continuity within the eqpt.

Group Business

- Customize U-wide charter for Group 9 – decisions about membership, voting, terminology. We edited a copy on the [shared google drive](#). To be continued and finished in September.
- CoE annual evacuation drill update – mostly scheduled except Guggenheim. Question about CEI – UW would like to run evac drill but it is a lower priority if managed by outside entity. It is on EH&S' radar to clarify protocol for leased space like this. Where UW personnel are resident, Scott Nelson thinks those occupants should have their own evacuation plan and UW should work with building owner to conduct drills. Building owner has a responsibility to do this anyway, but we are looking at UW compliance, not City of Seattle.
- Fire Safety Survey update – fewer of these are complete, but not all required annually and not all due at this time. This survey may be N/A at CEI because a survey of public space, which would only be lobby of CEI. The lab safety survey will be more applicable at CEI.
- EH&S evacuation plan library (with Diana Zumba) update – not many buildings yet but growing; yes Diana is interested in CEI.
- LSI update – Dean and two AD's testing dashboard, then roll out to three colleges (covering 1/4 of labs at UW)
- APP update – U-wide watched draft safety video. Final video and final APP release in Sept.

DRAFT Meeting Minutes

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

UW-Wide Meeting

- July minutes in packet.
- Aug agenda in packet. Emergency Management is still working on large event planning procedures. Highlight was watching draft Safety video for new employees.

Department Updates

- MoIES – 8/2/17 HVAC failed in labs, and temps reached mid-hi 80s F. A container of chemical waste in a secondary container on the floor exploded. No one exposed, building evacuation not necessary, and cleanup by outside vendor went well. Be aware of spikes in lab temperature and make sure containers are fully closed with adequate headroom.
- EH&S – Natalie is a new safety professional, a generalist supporting Phil and Brandon. When 39 positions were removed from CPD recently that included safety position(s). PM now expected to wear safety hat for projects. Saeid still there for regulated materials.
- EH&S – new web rollout soon!

Next Meeting

- Sep 25th at 3pm, CSE 128



University of Washington Accident / Incident Report

Report Number: 2017-06-046

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: RESEARCH SCIENTIST/ENGINEER 1	Department: BIOENGINEERING
Date Reported(yyyy/mm/dd): 2017/06/20	Time of Reporting: 09:38 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: RESEARCH SCIENTIST/ENGINEER 1	Department: BIOENGINEERING

Incident Details

Date of Incident(yyyy/mm/dd): 2017/06/19	Time of Incident: 8:30 PM	When Shift Begins: N/A
Campus: UWMC	Incident Location/Parking Lot:	
Room: 354	Other: South Lake Union, Brotman Building	

Incident Details:

Small mercury thermometer broken on linoleum floor. Spill cleaned using plastic scraper and glass vial for larger droplets and scotch tape for smaller droplets. All objects in contact with mercury were ziplock bagged and bucketed. Spill area cordoned with masking tape.

Attachment: No

Supervisor

Last Name: KIM	First Name: DEOK-HO
Phone: +1 206 616-1133	Email: deokho@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: BIOENGINEERING

Classification

Level 1:
Near miss (No incident occurred but it could have),
Property damage only,

Type of Incident

Injury Description: Property Damage Only, None,

Body Parts Affected: None,

Cause of Injury or Damage: Chemicals, None,

Possible Causes

Equipment: Improper Equipment,

Environment:

Policies / Procedures: Inadequate Planning, Preparation,

Human Factors: Inattention,

Suggested corrective action by the affected party

Replace all mercury-containing devices in lab with non mercury containing ones.

Supervisor's Comments			
<p>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.) Mercury containing equipment still remained in use by lab personnel. Incident would have been avoided entirely had the thermometer involved not contained mercury. Lack of awareness of mercury containing equipment could have contributed to dropping of the thermometer.</p>			
<p>Recommendations/Preventive Measures: ID and remove all mercury containing in the lab. Train members on identification of mercury containing devices.</p>			
Corrective Actions Target Date (yyyy/mm/dd): 2017/06/30		Corrective Actions Complete Date (yyyy/mm/dd):	
Other Comments:			
EHS Review			
Last Name: HAGGARD	First Name: ANGELINA M	Phone Number: +1 206 616-3442	Email: ahaggard@uw.edu
Occupation/Position:		Department:	
Comments: 6/20/17 forwarded to Katia Harb, Denise Bender - Angie Haggard			



University of Washington Accident / Incident Report

Report Number: 2017-08-021

Contact EH&S at 206-543-7388

Person Reporting Incident	
Last Name: Adams	First Name: Christopher
Phone: +1 206 616-6627	Email: adamscm@uw.edu
Occupation/Position: BUILDING COORDINATOR	Department: SOM: Bioengineering: Moles
Date Reported (yyyy/mm/dd): 2017/08/03	Time of Reporting: 03:40 PM

Person Involved or Affected	
Last Name: ██████████	First Name: ██████
Phone:	Email: ████████████████████
Occupation/Position: GRADUATE FELLOW STIPEND W/ BENEFITS	Department: SOM: Bioengineering: Moles
Person was in Paid Position: Yes	

Incident Details		
Date of Incident (yyyy/mm/dd): 2017/08/02	Time of Incident: 12:45 PM	When Shift Begins: N/A
Campus: Not assigned to Campus	Incident Location/Parking Lot: MOLECULAR ENG BLDG	
Room: 140	Other:	

Incident Details:

Sometime before 9 AM on Wednesday 8/2, both chillers which provide cooling to the MoLES building faulted and lab spaces started to warm up. The issue was reported to building management at ~9:30 via email. Building manager was in a meeting until 10:15 and entered a Facilities work order shortly after returning - and also placed a call to Control Shop supervisor but no answer. The temperature continued to rise and by 11:30, temperature was 80-85 in the labs. At this time, a follow-up email was sent to customer care team stating that fact. There was no response to this so a follow-up call was made at 12:45. Customer Care team indicated they would contact Control Shop and see what was taking them so long.

Immediately after ending that call, I was informed by a grad student in the Holmberg Lab that a chemical waste container had shattered in the 1st floor lab space. It was a full 4L bottle containing primarily a mix of chloroform, toluene, hexane, ethanol, and methanol - but also small quantities of cadmium, zinc, selenium, sulfur, copper, iron, gold, tellurium, silver, oleic acid, trioctyl phosphine, hexadecylamine, octadecene, octanethio, dodecylamine, and oleylamine. The top of the bottle had blown off and approximately 75% of the contents had either remained in the bottom of the bottle or been caught by the secondary container it was sitting in. The remainder spilled out onto the lab floor and a bit onto the glass wall it was sitting next to.

One of the Holmberg undergrad researchers stated that she'd heard a popping noise about 30 minutes earlier and had checked her schlenk line to make sure the noise hadn't come from there but hadn't thought to investigate the noise past that point. The broken bottle was first noticed by one of the grad students when he returned from lunch. He immediately understood the seriousness of the situation and demanded that everyone clear the lab immediately - then alerted me.

I contacted EH&S and was told that they thought it unnecessary to evacuate building and summon Seattle Fire Department, based on 1. the spill was contained 2. the lab had been fully cleared out 3. we had posted watchers to prevent anyone else from accidentally entering 4. the air pressure differential between lab and office was negative 5. the list of chemical contents I provided to them. They dispatched chemical hazmat cleanup team, who happened to be on campus already dealing with another spill elsewhere.

While waiting for hazmat team to arrive, I took statements from 1st floor lab occupants to determine the details presented in this report and any potential exposure issues. The undergrad who first heard the bottle pop said she walked over and stood next to the container for about 30-60 seconds after they realized what had happened. There were 8-9 researchers from other PIs' groups working in the same large (3000SF) lab space but none passed within 6 feet of the bottle before the lab was cleared.

Chemical hazmat team arrived approximately 2:00 and began cleanup. At approximately the same time, Control Shop personnel came by and informed me that they had address the building's chiller issues and that temperature in the labs should be quickly returning to normal.

Chemical hazmat team finished cleanup at approximately 2:30 - stated that they had fully decontaminated floor, glass wall, and metal wall frame - as well as other nearby chemical storage bottles and the secondary container they were all sitting in. They packaged up the remnants of the exploded bottle and cleanup pads for disposal. They stated that their chemical detector had registered a slight uptick while they were physically moving the bottle into the waste bucket, but no measurable results otherwise.

EH&S industrial hygienist supplied opinion that the exposure risk didn't call for medical attention but provided details for employee health center in case any of them felt any ill effects or wanted to get checked over just to be sure. I passed this information on to lab occupants and they stated they didn't feel any need for a visit.

Attachment:No

Supervisor

Last Name:Holmberg

First Name:Vincent

Phone:+1 206 616-0199

Email:holmvc@uw.edu

Occupation/Position:ASSISTANT PROFESSOR

Department:ENG: Chemical Engineering

Classification

Level 1:

Near miss (No incident occurred but it could have),

Type of Incident

Injury Description: None,

Body Parts Affected: None,

Cause of Injury or Damage: Chemicals, Ventilation, Indoor Air Quality Issues,

Possible Causes

Equipment: Inadequate Maintenance,

Environment: Inclement Weather,

Policies / Procedures:

Human Factors: Inadequate Training,

Suggested corrective action by the affected party

Discussion with PI, lab members, and EH&S led to the following list of 3 root causes:

1. Facilities Services did not respond quickly enough to building cooling issue. Some chemicals react badly to higher temperatures and the high heat in the lab was a key factor in this incident. This type of issue gets addressed very quickly on South Campus but on Central Campus, response time is much slower. Temperature issues in lab buildings containing hazardous chemicals need to be prioritized.

2. Lab occupants will receive additional training about leaving adequate head room in chemical waste bottles. Recommendation is no more than ~3/4 full for bottles containing volatile liquids. Lab occupants were well-informed on the contents of this (and other) waste bottle and were able to provide that information quickly to EH&S - which made this incident go much better. But actual label on this container and some others awaiting waste pick up were not completed with full details on contents. If incident had happened when no one from lab was present to answer questions, things would not have gone so smoothly. Lab staff should keep all waste labels up to date with list of complete contents. (For waste stream output that is consistently the same stuff in the same approximate proportions, possibly a standardized label could be created?)

3. Lab members and PI state that EH&S chemical waste unit frequently has delays of several weeks between when pickup request is submitted and when pickup actually takes place. One other lab in building states that they've had waste pickup take up to 3 months from when initially requested. If this is a case of user error or misinformation, better training for labs on procedure for requesting pickups may be necessary. Waste disposal unit at EH&S would probably also benefit from a review of their process to streamline and improve turnaround time.

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.)

I concur that the root causes of this incident are as follows:

1. The primary factor that lead to this incident was the dramatic increase in building temperature caused by malfunctions with the building cooling system, resulting in an ambient temperature of 85 degrees in our laboratory. This type of event is something that needs to be addressed as quickly as possible, as unmitigated temperature increases in buildings that containing hazardous chemicals can result in very dangerous situations.
2. The solvent waste bottle in question had been sitting in a secondary containment bin for several days, awaiting EH&S pickup, so this was clearly not a case of increased pressure due to a chemical reaction, or chemical incompatibility (the waste bottle contained a mixture of organic solvents chloroform, toluene, hexane, ethanol, and methanol plus residual nanocrystals and ligands from our syntheses); the apparent increase in pressure that led to the bottle rupture was clearly due to the dramatic increase in laboratory temperature. Our lab members have all been trained to leave ample headspace in our solvent waste containers; however, the headspace left in this bottle was clearly not enough to accommodate the large building temperature swings experienced on 8/2.
3. Our laboratory produces solvent waste similar to the waste contained within the bottle in question on a very regular basis; however, EH&S waste pickup has been extremely slow at times, forcing us to accumulate solvent waste containers in secondary containment bins outside the fume hood while we wait for EH&S to come collect them (as recommended by EH&S). If waste pickups were conducted more frequently and in a more timely fashion, there would be fewer waste containers sitting out in secondary containment on the laboratory floor. With more prompt waste pickup, the container in question could have awaited pickup in the fume hood, thus containing the solvent vapors from this incident and minimizing solvent exposure.

Recommendations/Preventive Measures:

Our research team recommends the following corrective actions:

1. Facilities should prioritize mitigating temperature increases in laboratory buildings, and respond as quickly as possible to prevent situations like what we experienced on 8/2.
2. Our lab members will ensure that all our solvent waste bottles are at least 25% empty at all times, in an attempt to accommodate pressure increases caused by large swings in building temperature.
3. Our lab members will receive additional reminders that they should fully investigate strange sounds that they hear in lab, prior to returning to work.
4. Our lab members will be reminded that they need to keep all waste labels up-to-date at all times.
5. EH&S should make changes to improve the promptness and frequency of waste pickup. By leaving additional empty space in our waste containers to accommodate building temperature swings, we are likely to accumulate solvent waste containers at a higher rate, thus requiring more frequent and more responsive EH&S waste pickup.

Corrective Actions Target Date (yyyy/mm/dd):
2017/08/14

Corrective Actions Complete Date (yyyy/mm/dd):
2017/08/14

Other Comments:

As of 8/14/17, lab members have ensured that all waste bottles have at least 25% head space at all times, lab members have been reminded to keep all waste labels up-to-date at all times, and lab members have been reminded to fully investigate any strange sounds heard in lab, prior to returning to work.

EHS Review

Last Name: Kunsman	First Name: Robyn M	Phone Number: +1 206 221-1759	Email: rkunsman@uw.edu
---------------------------	----------------------------	--------------------------------------	-------------------------------

Occupation/Position:	Department:
----------------------	-------------

Comments: 8/7/17 forwarded to Ellie Wade - Angie haggard
Forwarded to Mark Murray, Denise Bender, Tracy Harvey on 8/4/17 - RK



University of Washington Accident / Incident Report

Report Number: 2017-08-024

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: STUDENT ASSISTANT (NE H)	Department: ENG: Deans Office-Do IT Administration JM Student
Date Reported (yyyy/mm/dd): 2017/08/04	Time of Reporting: 02:08 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: STUDENT ASSISTANT (NE H)	Department: ENG: Deans Office-Do IT Administration JM Student

Incident Details

Date of Incident (yyyy/mm/dd): 2017/07/24	Time of Incident: 8:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: PARKING LOT W-10	
Room:	Other:	

Incident Details:

There is a curb that drops down to the street at the w-10 parking lot that is not very visible. I use a power chair, and thought there was no curb as I approached. Around 2 feet from the curb, I saw it and managed to stop before driving off. This curb should be painted so it can be more visible and prevent accidents to people in mobility devices and people with mobility impairments, as well as people with strollers or on bikes.

Attachment: Yes

Supervisor

Last Name: Roy	First Name: Laura
Phone: +1 206 616-4198	Email: lhyndman@uw.edu
Occupation/Position: OPERATIONS COORDINATOR	Department: UW-IT: Acc Tech: AT Program Operations

Classification

Level 1:
Near miss (No incident occurred but it could have),

Type of Incident

Injury Description: None,
 Body Parts Affected: None,
 Cause of Injury or Damage: None,

Possible Causes

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

Suggested corrective action by the affected party			
Paint the curb edge to make it more visible from a distance to prevent anyone from tripping/ driving their powerchairs off of it.			
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.) Sidewalk is the same color/material as the parking lot.			
Recommendations/Preventive Measures: Use different materials for curb or paint it so that it is obvious where the edges are.			
Corrective Actions Target Date (yyyy/mm/dd): 2017/09/27		Corrective Actions Complete Date (yyyy/mm/dd):	
Other Comments: Painting curb or using different materials for sidewalk and parking lot.			
EHS Review			
Last Name: Haggard	First Name: Angelina M	Phone Number: +1 206 616-3442	Email: ahaggard@uw.edu
Occupation/Position:		Department:	
Comments: 8/8/17 forwarded to Mark Murray - Angie Haggard			



University of Washington Accident / Incident Report

Report Number: 2017-08-077

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: Yeung	First Name: Jeremy
Phone: +1 206 543-2547	Email: jsean@uw.edu
Occupation/Position: LABORATORY MANAGER	Department: ENG: Civil and Environmental Engineering- Staff
Date Reported (yyyy/mm/dd): 2017/08/18	Time of Reporting: 11:30 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: Civil and Environmental Engineering-Kolodziej Lab JM Student
Person was in Paid Position: Yes	

Incident Details

Date of Incident (yyyy/mm/dd): 2017/08/17	Time of Incident: 3:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MORE HALL	
Room: 324	Other:	

Incident Details:

100 mL bottles containing lake water spiked with 1 ppb altrenogest (veterinary pharmaceutical hormone) were sitting on stir plate. These bottles were covered in aluminum foil. [REDACTED] moved to check water level inside one bottle - when removing the foil, the foil caught the bottle, which fell onto the table, splashing the contents onto [REDACTED]'s shirt and face (not eyes). [REDACTED] moved to a nearby sink to clean her mouth, shirt, and hair by rinsing with tap water and soap. No safety hose or eye wash was used - a total of less than 5 mL spilled. About 40 min later, [REDACTED] was able to change out of her shirt.

Attachment: **No**

Supervisor

Last Name: Kolodziej	First Name: Edward
Phone: +1 253 692-5659	Email: koloj@uw.edu
Occupation/Position: ASSOCIATE PROFESSOR	Department: UWT: School of Interdisciplinary Arts and Sciences

Classification

Level 1:
Injury or Exposure, no first aid required,

Type of Incident

Injury Description: **None, Other,**

Body Parts Affected: **Face, Mouth, Torso, Side, Abdomen, Body Systems: Internal Organs, Nervous System, Respiratory, etc.,**

Cause of Injury or Damage: **Chemicals, Drugs, Splash,**

Possible Causes

Equipment:

Environment:

Policies / Procedures:			
Human Factors: Inadequate, Improper PPE, PPE Not Used, Inattention,			
Suggested corrective action by the affected party			
Wear proper PPE (lab coat, gloves, goggles). Place bottles safely onto stir plate (less crowding). Be more careful with open bottles which might splash/spill. Cover bottles individually with foil, which will prevent solution from splashing out, and would be less dangerous to remove foil.			
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.) An occasional spill or splash is probably unavoidable in a lab setting, given enough time. The key step here was proper use of PPE, especially the lab coat. Though this would not have prevented a splash on the face, they would have helped limit chemical contact with clothing. working in the hood with the sash down would also have limited exposure potential.			
Recommendations/Preventive Measures: Wear PPE. Work with chemicals in the fume hood, with sash down, to the degree possible.			
Corrective Actions Target Date (yyyy/mm/dd): 2017/08/23		Corrective Actions Complete Date (yyyy/mm/dd): 2017/08/23	
Other Comments: Recommend additional care and use of PPE.			
EHS Review			
Last Name:	First Name:	Phone Number:	Email:
Occupation/Position:		Department:	
Comments:			

University-Wide (U-Wide) Health and Safety Committee
August 9, 2017 Meeting Minutes
1:00-2:30 pm Foege N130A

	Elected Members (Group)		Appointed Members (Group)		EH&S Staff
	Leslie Anderson (1) Chair		Chad Cook (2)		Jude Van Buren
x	Ryan Hawkinson (1)	x	Paul Zuchowski (3)	x	Denise Bender
x	Sterling Luke (2)	x	Beth Hammermeister (4)	X	Emma Corell
x	Carol Harvey (4)	x	Liz Kindred (5)	X	Angelina Haggard
	Stephen Lundgren (5)	x	Sonia Honeydew (9)	X	Robyn Kunsman
x	Maggie Luning (6)		David Zuckerman (10)	x	Doug Gallucci
	Tamara Leonard (6)			x	Sheryl Schwartz
	Robyn Smidley (7)			x	Mark Murray
	Kelly Carter-Lynn (7)			x	Adrian Santos
	Alex Volkman (8)				
x	Hannah Wilson (8)				
	Colleen Irvin (9)				Guests
x	David Warren (10)				
x	Rick Gleason (Faculty Senate)				
Labor Union Representation		Ex-Officio Members		Ex-Officio Members	
x	Paula Lukaszek, WFSE Local 1488		Michelle Doiron, Attorney General's Office	x	Chief John Vinson, UWPD
	Vacant, SEIU Local 1199	X	Tracey Mosier, Facilities Services	x	Jay Sedivy, Transportation Services
x	Hannah Barnett, SEIU Local 925	x	Chris Pennington, Facilities Services	x	Letty Rogers, Risk Management
	Taylor Stepien, Graduate & Professional Student Senate (GPSS), UAW 4121	x	Steve Charvat, Emergency Management	x	Ron Fouty, Capital Planning & Development
		x	Eli King, Emergency Management		
			Stacie Smith, Emergency Management		
*x= Present at meeting [13 needed for quorum.]					

Agenda

1. Call to Order
 2. Approval of Meeting Minutes
 3. University Wide Large Event Planning SOP v3 and UW Annual Exercise Update
 4. October Meeting – Tacoma
 5. Organizational Group Reports and Election Update
 6. Union Reports
 7. Ex-Officio Reports
 8. Environmental Health & Safety (EH&S) Updates
 9. Good of the Order
 10. Adjournment
-

Recorded by Robyn Kunsman

1. Call to Order: The meeting was called to order at 1:07 PM by Ryan Hawkinson. Adrian Santos, EH&S Fire & Life Safety Coordinator, was introduced. Liz Kindred arrived at 1:08 PM and chaired the meeting.

2. Approval of Meeting Minutes: The July meeting minutes were approved.

3. University Wide Large Event Planning SOP v3 and UW Annual Exercise Update: Eli King presented on safety and security of the UW and surrounding community during large events. This draft is currently being shared to groups across campus and is collecting feedback. She also shared a report of the 2017 Emergency Operations Center tabletop exercise.

Chief Vinson stated the need for increased communication and role definition while taking into account the operations already taking place within UWPD and at the University.

Steve Charvat brought up communication and policy issues and needs, including business service needs and consistent processes. He urged shared written policies.

Paul Zuchowski added the need for improved communication for and among building coordinators.

4. October Meeting – Tacoma: Angie Haggard shared that the October 11 meeting will take place at UW Tacoma. EH&S will send out a survey to determine which members will attend the meeting in Tacoma and who will need transportation.

5. Organizational Group Reports and Election Update

- a. **Group 1:** Ryan Hawkinson reported that Group 1 met without Leslie Anderson. They reviewed OARS reports. A new member was introduced. Election processes were discussed. Restraining order best practices and resources on campus were discussed.

- b. **Group 2:** Chris Pennington shared that the group met and reviewed OARS reports.
 - c. **Group 3:** Paul Zuchowski reported that Group 3 met and made final changes to their charter. Paul is the group's election coordinator.
 - d. **Group 4:** Carol Harvey reported that Group 4 met. Shipping and dry ice procedures were discussed. OARS reports were reviewed.
 - e. **Group 5:** Liz Kindred reported that Group 5 met and had their annual UWMC and Harborview review on blood and body exposures from this year.
 - f. **Group 6:** Maggie Luning reported that Group 6 met. They reviewed OARS reports and went over elections. Maggie will be the election coordinator. They discussed better ways to call for nominations for the upcoming election.
 - g. **Group 7:** No members present.
 - h. **Group 8:** Hannah Wilson reported that Group 8 met to review OARS reports, a large amount of which concerned a traffic area. The group wants to meet with the city of Tacoma to discuss the area.
 - i. **Group 9:** Sonia Honeydew reported that Group 9 met. Sonia will be the election coordinator. Evacuation route planning is progressing with the help of Adrian Santos and EH&S.
 - j. **Group 10:** David Warren reported that Group 10 met to review OARS reports. Tick bites were discussed, but no ticks have been noticed by gardeners, and deer have not been sighted. Charter framework, alternate members, and elections were discussed.
6. **Union Reports:** Paula Lukaszek brought up the need for increased scaffolding safety policies. A waste disposal issue currently under inspection was discussed. Lead and asbestos policies to be followed by contractors are being addressed by EH&S.
7. **Ex-Officio Reports:** Ron Fouty shared that Capital Planning & Development is reorganizing. Ron will be leaving the University on September 15.

Steve Charvat reminded everyone of the August 21 morning eclipse, and shared that the annual test of the UW indoor alert system will take place on September 6 or 7 from 7-8 am.

Sterling Luke shared that sharps are being found in the campus lawns, and asked that groups make a sweep before activity in an area.

8. **Environmental Health & Safety Updates:** Emma Alder shared updates on current Labor & Industries activity. There is an open compliance inspection related to scaffolding and a "phone/fax" request related to ergonomics. She showed a draft of the APP safety video and requested feedback.

9. Good of the Order: None.

10. Adjournment: Ryan Hawkinson adjourned the meeting at 2:31 PM.

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

September 13, 2017

1:00 – 2:30 PM

William H. Foege Bldg. N-130A

<http://www.washington.edu/maps/>

Regular Attendees:

- Current University-Wide Health and Safety Committee Members
<http://www.ehs.washington.edu/ohssafcom/index.shtm>
- Environmental Health & Safety (EH&S) Staff:
Jude Van Buren, Denise Bender, Emma Corell, Angie Haggard, Robyn Kunsman

Agenda Item	Lead	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
2016 Worker's Compensation – Claims Services	Shari Sprung Pam Nathan Letty Rogers	Presentation	45 min
Organizational Group Reports* and Election Updates	Committee Members	Discussion	15 min
Union Reports	Union Representatives	Discussion	10 min
Ex-Officio Reports	Ex-Officio Members	Discussion	5 min
EH&S Updates	Denise Bender – Staff Update Emma Corell – L&I Update	Discussion	5 min
Good of the Order	Committee Members	Discussion	5 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

*Organizational Group Reports include topics covered at their most recent meeting

Please send ideas for agenda items to Leslie Anderson at least 2 weeks prior to our meetings.