

Draft Meeting Minutes – March 31, 2014
Group 9 Health and Safety Committee (College of Engineering)

1. Attending:

Cassie Atkinson-Edwards, HCDE
Arne Biermans, ChemE
Tracy Erbeck, CSE
Michael Glidden, DO
Sonia Honeydew, BioE
Bill Kuykendall, ME

Sean Yeung, CEE
Sheila Prusa, ISE
Fiona Spencer, AA
Karen Wetterhahn, MSE
John Young, EE
Emma Alder, EH/S

2. Absent

3. GHS class online

- Stuart Cordts

4. Previous Meeting Minutes

- See attached

5. Department Incident Reports(from past)

- NA

6. Department Incident Reports(current)

- CSE
 - door
- CEE
 - finger

7. UW Wide meeting

- Notes attached

8. UW EHS LEAN update

- Sonia

Draft Meeting Minutes – February 24, 2014
Group 9 Health and Safety Committee (College of Engineering)

1. Attending:

Cassie Atkinson-Edwards, HCDE
Michael Glidden, DO
Sonia Honeydew, BioE
Bill Kuykendall, ME
Sean Yeung, CEE

Sheila Prusa, ISE
Karen Wetterhahn, MSE
John Young, EE
Emma Alder, EH/S

2. Absent

Arne Biermans, ChemE
Tracy Erbeck, CSE

Fiona Spencer, AA

3. Previous Meeting Minutes

- NA

4. Elections

- Bill nominated Michael and Sonia as chair and vice chair
- Seconded by Karen
- Accepted by Michael and Sonia
- Discussion of public or private ballot
- Agreed on public ballot
- 6 votes yay, 0 votes nay, 2 votes abstention

5. Department Incident Reports (from past)

- NA

6. Department Incident Reports (current)

- Emma to follow up on what data base is used to “populating” reports
- EE
 - Floors – John to follow up facilities
- BioE
 - Splash – Sonia to follow up with training
- CEE
 - Spill – Sean to follow up with training

7. UW Wide meeting

- Notes will be shared at next meeting

8. UW EHS LEAN update

- Sonia – EHS Lean
 - Communication Committee
 - Responsible for matrix
 - Measure safety of labs
 - Improve safety culture
 - Team tours
 - Safety moments
 - Clean up events

9. CoE Department update

- HCDE – Ergo concerns
- BioE, ISE, MSE, EE, CEE, CoE, and ME - NA

Accident Summary Report

HSC 9

2/1/2014 to 2/28/2014

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2014-02-048	COMPUTER SCIENCE & ENG	UNDERGRAD TEACH ASST	2/15/2014	Attempting to unhook the main doors from Kane hall.	clearer door instructions
2014-02-058	CIVIL & ENVIR ENGR	RESEARCH ASSISTANT	2/24/2014	Information from Handwritten report (scanned copy attached): "Setting up Tinius Olsen machine for compression. Dropped hanging steel mass on left index finger. Passed out from pain, kept feeling lightheaded. Went to ER." Copy received at EH&S on 2/21/2014.	"None Needed - this was a freak accident"



University of Washington Accident / Incident Report

Report Number: 2014-02-048

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: + [REDACTED]	Email: [REDACTED]
Occupation/Position: UNDERGRAD TEACH ASST	Department: COMPUTER SCIENCE & ENG
Date Reported (yyyy/mm/dd): 2014/02/15	Time of Reporting: 01:12 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: + [REDACTED]	Email: [REDACTED]
Occupation/Position: UNDERGRAD TEACH ASST	Department: COMPUTER SCIENCE & ENG

Incident Details

Date of Incident (yyyy/mm/dd): 2014/02/14	Time of Incident: 6:45 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: KANE HALL	
Room: 120	Other:	

Incident Details:
 Attempting to unhook the main doors from Kane hall.
 Attachment: No

Supervisor

Last Name: LUSTIG	First Name: PIM
Phone: +1 206 616-3225	Email: pl@cs.washington.edu
Occupation/Position: COURSE COORDINATOR	Department: COMPUTER SCIENCE & ENG

Classification

Level 1:
 Injuries requiring medical treatment (go to Level 3 if in-patient hospitalization is required),

Type of Incident

Nature of Injury: Open Wound : Laceration, Puncture, Scratch,
 Body Parts Affected: Fingers,
 What caused the harm: Contact with Objects,

Possible Causes

Equipment: Other,
 Environment:
 Policies / Procedures: Inadequate Instructions / Procedures,
 Human Factors: Inadequate Training,

Suggested corrective action by the affected party

Instructions posted for unhooking doors from wall. Trying to close door, was stuck, finger got caught between mechanism.

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.)

unclear door instructions

Recommendations/Preventive Measures:

clearer door instructions

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

2014/02/19

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

2014/02/20

Other Comments:

EHS Review

Last Name: **ALDER**

First Name: **EMMA K**

Phone Number: **+1 206 221-2852**

Email: **ealder@uw.edu**

Occupation/Position:

Department:

Comments: **Spoke with supervisor on 2/28/2014. He will reach out to building management to determine if signs for the door are a possibility. - Emma Alder 2/28/2014**



University of Washington Accident / Incident Report

Report Number: 2014-02-058

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: CORDTS	First Name: STUART
Phone: +1 206 616-3442	Email: scordts@uw.edu
Occupation/Position: PROGRAM OPERATIONS SPECIALIST	Department: ENV HEALTH & SAFETY
Date Reported (yyyy/mm/dd): 2014/02/24	Time of Reporting: 07:59 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: RESEARCH ASSISTANT	Department: CIVIL & ENVIR ENGR

Incident Details

Date of Incident (yyyy/mm/dd): 2014/02/13	Time of Incident: 11:00 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MORE HALL	
Room: 34	Other:	

Incident Details:

Information from Handwritten report (scanned copy attached): "Setting up Tinius Olsen machine for compression. Dropped hanging steel mass on left index finger. Passed out from pain, kept feeling lightheaded. Went to ER."

Copy received at EH&S on 2/21/2014.

Attachment: **Yes**

Supervisor

Last Name: JANSSEN	First Name: DONALD
Phone: +1 206 543-9655	Email: injury@u.washington.edu
Occupation/Position: ASSOCIATE PROFESSOR	Department: CIVIL & ENVIR ENGR

Classification

Level 1:
Injuries requiring medical treatment (go to Level 3 if in-patient hospitalization is required),

Type of Incident

Nature of Injury: **Pain/Inflammation/Edema,**

Body Parts Affected: **Fingers,**

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

Possible Causes

Equipment: **Using Equipment Improperly,**

Environment:

Policies / Procedures:

Human Factors:

Suggested corrective action by the affected party

From handwritten submittal:

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

"Learned better technique for setting up machine."
"Have an ice pack in the first aid kit."

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.)

From the submitted report by Don Janssen, Associate Professor:

"Dropped piece of metal while converting equipment for testing."

Recommendations/Preventive Measures:

"None Needed - this was a freak accident"

Corrective Actions Target Date (yyyy/mm/dd):
2014/02/13

Corrective Actions Complete Date (yyyy/mm/dd):
2014/02/13

Other Comments:

EHS Review

Last Name: **CORDTS**

First Name: **STUART T**

Phone Number: **+1 206 616-3442**

Email: **scordts@uw.edu**

Occupation/Position:

Department:

Comments:

University-Wide Health and Safety Committee Meeting Agenda

March 12, 2014

1:00 – 2:30 PM

William H. Foege N-130A

Regular Attendees:

- 2014 University-Wide Health and Safety Committee Members
(<http://www.ehs.washington.edu/ohssaftcom/groups.shtm>)
- Jude Van Buren, Katia Harb, Sherry Baron, Emma Alder, EH&S

Agenda Items	Persons Responsible	Process	Time
Call to Order and Introductions	Leslie Anderson, Chair		5 min
Approve February Minutes	Leslie Anderson	Robert's Rules of Order	5 min
Food for Thought	Leslie Anderson	Discussion	5 min
"OSHA 300A & OARS 2013 Update"	Stuart Cordts, EH&S	Presentation	25 min
Election to EH&S Board	Liz Kindred: EH&S Board Information Leslie Anderson: Election of U-Wide Representative	Robert's Rules of Order	5 min
New Ideas & Organizational Group Reports	Leslie Anderson: New Ideas Committee Members: Group Reports	Discussion	15 min
Union Reports	Union Representatives	Discussion	10 min
EH&S Reports	Jude Van Buren: Lab Safety Lean Update Sherry Baron: L&I Update Katia Harb: GHS Update	Presentation	10 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

Next Meeting: 4/9/2014 – University of Washington Club – Lower Level

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

February 12, 2014 1:00-2:30 pm
Foege Building, N130A

	Elected Membership		Appointed Membership		Guests
X*	Leslie Anderson (1)	X	Paul Zuchowski (3)	X	Sheryl Schwartz-EH&S
X	Ryan Hawkinson (1)	X	Bob Ennes (4)		
X	Paula Lukaszek (2)		Meegan Amen (5)		
	Sterling Luke (2)	X	Nicole Sanderson (7)		
X	Sara Jones (3)	X	Dave Leonard (8)		
X	Glenn McLean (4)		Michael Glidden (9)		
	Nadia Khan (4)-alternate	X	David Zuckerman (10)		
	Susie Sargent (5)		Liz Kindred (12)		
X	John Martin (6)	X	Rob Hinton (12)		
	Sonia Honeydew (9)				
X	Rick Gleason (Faculty Senate)				
	Labor Representation		Ex Officio Membership		Support
	Doug Nielson WFSE Local 1488	X	Michelle Doiron Attorneys General Office	X	Jude Van Buren, Director, EH&S
	Joel McCulloch SEIU Local 1199		Tracey Mosier Facilities Services		Katia Harb, Asst Director, EH&S
X	Laura Harrington SEIU 925		Wendy Winslow-Nason Risk Management	X	Sherry Baron, EH&S Technical
			Ron Fouty Capital Projects	X	Emma Alder, EH&S Technical
					Patricia Azeltine Minutes
*X= Present at meeting					

Agenda

1. Call to order and introductions
 2. Welcoming remarks for the new term
 3. Election of Chair, Co-Chair for 2014-2015
 4. 2014-2015 meeting terms: time, day, location, meeting length
 5. EH&S Board update
 6. Election review and new safety committee member training
 7. Organizational Group Reports and Election Updates
 8. Union Reports
 9. EH&S Report
 10. Adjournment
-

Recorded: by Sherry Baron

1. Meeting was called to order by Bob Ennes at 1:05 pm. Bob introduced himself as the temporary chair as Ron Fouty was not able to be present. All those present introduced themselves as this was the first meeting of the new 2014-2015 term.

2. Welcoming remarks by EH&S Director Jude Van Buren. Jude has met with most of the executive sponsors for the safety committees. She meets with them at the start of each new term and this is her third cycle of these meetings. The meetings have been good. The executive sponsors are interested in the data, especially the worker compensation claims and the time loss associated with the claims. Jude mentioned to the sponsors that U-wide representatives enjoy their support and the sponsors were asked to attend their group's safety committee meeting near the start of the new term. Group 10's sponsor was very excited about their group and is set to attend their meeting in March. The sponsors understand the importance of the health and safety committees (HSC) and information about the HSCs is becoming more known.

Jude had discussions with the executive sponsors of Group 1 and Group 5 about bringing Group 5 into Group 1 as Group 5 is quite small. Both sponsors agreed though the Dean (exec sponsor of Group 5) wants to see the data after six months to make sure it is working well.

3. Election of Chair and Co-Chair for 2014-2015. Bob Ennes indicated Ron Fouty has been an excellent chair for several terms but Ron had decided it was time to step down. The floor was opened for nominations. Bob indicated Leslie Anderson had been nominated by email prior to the meeting. The nomination was seconded and Leslie indicated she was willing to serve should she be elected. No other nominations were presented. A vote was conducted and Leslie Anderson was elected as Chair for the U-wide committee.

Nominations were taken for Co-Chair. Bob Ennes was nominated though he withdrew his name from consideration. Sara Jones was nominated and seconded. No other nominations were made. The vote was conducted and Sara was elected as Co-Chair.

4. EH&S Board update by EH&S Director Jude Van Buren. The Board met two weeks ago and was well attended. Jude gave the Board an update on the Lab Safety Culture initiative and updates on the Dept. of Labor & Industries (L&I) inspections. They had a discussion on lab safety and how to share lab safety information. Those working on the lab safety group will determine the top 15 risks, use data from several sources and report out on “dashboards” for the status of training, personal protective equipment (PPE), and other items for all labs.

The Board is revisiting the no smoking and no tobacco on campus as is currently in place on University of California (UC) campuses. The Provost wants to see how it goes for the UC system.

The EH&S Board meets three times a year. Members include the leadership, Deans and Chairs, from School of Medicine, UW-Tacoma, UW-Bothell, Human Resources, Graduate Education, Public Health, and Engineering. Liz Kindred represents the U-wide committee on the Board and has done a wonderful job. This is a rotating position. The EH&S Board has been active less than 2 years though it's technically been on the books for 15 years. The first product the current Board created was Executive Order 55 discussing safety responsibilities.

Jude presented to the Board that the current lab safety survey team within EH&S can visit each lab space every 18 months though the goal would be to visit every 12 months. Currently there are 5400 lab spaces and 1200-1500 Principle Investigators (PIs). More staff would be needed to increase the frequency of lab surveys.

5. 2014-2015 meeting terms. Leslie entertained motions for retaining the day of the month, time and location of the U-Wide meeting. A motion to retain the same second Wednesday of the month from 1:00-2:30 at Foege N130A was passed.

6. Election Review and HSC new member training. Emma Alder reflected on the election process for the new term. She highlighted two areas: 1) Elections of the members to the organizational group; and 2) elections of the chair and co-chair of each organizational group. Each organizational group has a different method for comprising the group and chair/co-chair which is fine though the process appeared to be based on past practices. Group 12 has a charter to guide them which has served them well. Other groups may consider developing a charter so that there is clarity on establishing the membership. Emma described the rules that all of the HSCs must abide by but they were free to make decisions beyond those rules to meet their needs. The rules stipulate the number of elected members must equal or exceed the number of appointed members for each HSC; there must be a chair elected; and of the two representatives serving on the U-wide committee at least one of them must be from the elected membership.

Group comments on the elections: Laura Harrington indicated it was useful to have something written. Her Group 1 committee has a website with the election information accessible to all. Leslie indicated the current election coordinator enhanced the election process and he's refining the election guidelines for posting on the website. John Martin indicated the election was a “game changer” for his Group 6. The executive sponsor helped as well. Their group reached a nadir of one Group 6 meeting attendee

and the election reestablished membership and approximately 16 engaged members appeared for the first meeting of the term. The appointed member for Group 6 was also instrumental. Also, John had attended the administrators meeting at the beginning of Fall quarter which contributed to their successful election season. David Zuckerman indicated the call for nominations by the Dean was beneficial to their Group 10 elections.

New member HSC training. Emma stated five sessions had been held; three sessions on the Seattle campus and one each at UW-B and UW-T. A make-up session will be considered if needed. The training slides will be posted on EH&S website. Bob Ennes indicated he used the slides for reviewing member responsibilities at the first Group 4 meeting. Glenn McLean sent out a note to the Dept. he represents on Group 4 which is an excellent way of letting people know who is representing them and to establish communication links about safety concerns.

Outreach efforts were discussed. Emma indicated HSCs should consider establishing goals for their new term. Leslie asked if a list of all floor wardens was available from EH&S, due to the trainings that are held. There was a discussion on Accident Prevention Plans (APP). APP templates will be updated and posted on EH&S website by the end of April. There is a University wide emergency drill on March 27, 2014 at which the President and his cabinet will be present.

7. Organizational Group Reports

HSC 1, Administrative/Other Academic Programs: Leslie Anderson reported nearly 30 people present (5 members absent) for their first meeting and approximately half are new members to the committee. Leslie was elected chair and Ryan Hawkinson was elected co-chair. Meegan Amen from Group 5 attended and will be incorporated into Group 1. They reviewed two months of OARS.

HSC 2, Finance and Facilities: Paula Lukaszek reported that she was elected chair and Sterling Luke was elected as co-chair. She mentioned Ron Fouty's capital projects group has been injury free for two months. There was mention of offering flags to people in wheelchairs or other motorized vehicles. Laura Harrington indicated she's on the transportation committee and will get the issue on a meeting agenda for them.

HSC 3, Student Life: Paul Zuchowski reported they met in January and Paul was elected chair; Sara Jones elected as co-chair. Half of the new Group 3 is made up of new members and they had a good turn-out and meeting in January.

HSC 4, Health Sciences: Bob Ennes reported they met in January. Bob was elected chair, Glen McLean elected as co-chair and Nadia Khan is the alternate. They elected a sub-committee for reviewing OARS. They voted to extend their meetings to 90 minutes. There was a discussion about a recent 911 call. Two people had dialed in at the same time to UWPD for the same event. One of the two was connected immediately to a dispatcher and the other person did not get connected after 20 + rings. Apparently the dispatcher can only take one call at a time. The issue was reported to UWPD should there be two emergencies at the same time.

HSC 5, Built Environments: not present. This HSC will now be a part of HSC 1.

HSC 6, Arts & Sciences: John Martin reported they met in January and 16 members were present plus Emma and Sherry from EH&S. There were only two OARS reports to review which meant they could walk through the OARS evaluation slowly and thoroughly and use the review as training for the new members. They'll be electing their chair and co-chair at their 2/13 meeting.

HSC 7, UW Bothell: Nicole Sanderson reported they met 2/11 and had their new member training. Following the training they elected Nicole as chair but decided to defer to the March meeting to elect the co-chair and the second representative for the U-wide.

HSC 8, UW Tacoma: Dave Leonard reported they are meeting on 2/13 for new member training and election of chair and co-chair.

HSC 9, Engineering: There was no report as there was no representative present.

HSC 10, College of the Environment: David Zuckerman reported twelve members elected/appointed to the HSC but only four were present for the January meeting. This prompted an email to the committee members to think about ideas for the HSC to focus on. They videoconference with Friday Harbor Lab (FHL) and one representative from FHL is usually present. EEOP update related to a recent false alarm in Anderson Hall. There was some confusion during the alarm and this prompted action to get the list of wardens updated. David and Roy will help facilitate this with the building coordinators. EH&S suggested enlisting Darren Branum from EH&S.

HSC 11, (currently reserved)

HSC 12, Rob Hinton reported the group met in January. Liz Kindred was elected as chair.

Faculty Senate: Rick Gleason: Nothing to report at this time.

8. Union Reports:

SEIU: Laura Harrington discussed SEIU 925 which represents approximately 7000 classified employees at the UW. The employees are represented not by location but by the type of work they are doing. WFSE is also represents a large membership at the UW. Laura indicated the unions give a voice to their members, there are about 8 different unions including the UAW representing graduate students. Laura was elected by her union membership.

WFSE: Doug Nielson not present: No report.

UAW Local 4121: Representative not named as of yet. No report

9. EH&S Report:

Jude Van Buren: OSHA 300A summaries for 2013 are all posted on safety bulletin boards and on the EH&S website. EH&S will be looking at the accident and injury statistics to provide analysis more frequently than once a year. The Medical Centers do a good job of looking at the data on a monthly basis and the executive sponsors find the data is helpful.

Sherry Baron reported that there are currently three active cases of L&I inspections; all three are in the appeals phase. The UWMC electrical vault case initiated July 2012 is close to a settlement agreement. The two most recent inspections at UW Tacoma and Pack Forest are currently under appeal though the appeal hearings have not occurred as yet. Also, L&I is revamping their penalty calculations associated with safety violations. Federal OSHA has told L&I (they administer the State OSHA plan) that penalties need to be raised. Information about the calculations has not been finalized but L&I intends to do so by October 2014.

The meeting was adjourned at 2:33 p.m. by Leslie Anderson.