

Draft Agenda – May 19, 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

Michael Glidden, DO

3. Previous Meeting Minutes

- See attached

4. Department Incident Reports(from past)

- CSE – door at Kane Hall, Tracy will follow up with group

5. Department Incident Reports(current)

- CEE – car (discussed in April)

6. UW Wide meeting

- Michael was to attend, but did not – hopefully Emma will be able to provide update.

7. Department update

Draft Meeting Minutes – April 28, 2014
Group 9 Health and Safety Committee (College of Engineering)

1. Attending:

Cassie Atkinson-Edwards, HCDE
Sonia Honeydew, BioE
Bill Kuykendall, ME
Sean Yeung, CEE
Sheila Prusa, ISE

Fiona Spencer, AA
Karen Wetterhahn, MSE
Emma Alder, EH/S
Stuart Cordts, EHS
Chris Adams, MoIES

2. Absent

Arne Biermans, ChemE
Michael Glidden, DO

John Young, EE
Tracy Erbeck, CSE

3. Previous Meeting Minutes

- Approved

4. Department Incident Reports(from past)

- CSE – door at Kane Hall, Tracy will follow up with group

5. Department Incident Reports(current)

- BioE – thumb, EH&S reports addendum to OARS indicating medication treatment occurred and all well now. Sonia will ask the lab if they'd like an ergo consult with Phil Numato.
- BioE – splash at MoIES – The lab immediately retrained everyone on proper PPE.
- ME – microscope relocation at loading dock – Vendor worker wasn't paying attn.; don't see need for improvements at dock.

6. UW Wide meeting

- Attached notes were March notes. There was an April meeting since then. Emma reviewed topics covered, including request for interesting OARS reports we can all learn from; and best ways to communicate to every group who their safety rep is, and what they can do for them. After Action Report on Turbulent Tango rescheduled to June UW-wide meeting. **May UW-wide meeting will be at the Arboretum.**

7. Department updates

- MSE – NA
- ME – Regarding composites cleanup in AA, ME is working on getting a table with a downdraft that pulls particulate to filter bag.
- ISE – NA
- AA – follow-up on aftermath of composites cleanup: no new protocol yet, and not expecting one; need to develop own, so will talk to EH&S. FS doesn't want to enter without proper form on door but a regulated materials form for this hazard has not been developed yet; a generic form for any particulate would be fine.
- EH&S – We can take down OSHA 300A posting at end of April. Emma will send out required postings, for those who want to double-check they have all necessary items posted.
- HCDE – NA
- MoIES – NA
- BIOE – Foege chem spill 4/17
- CEE – follow-up on March incident (employee hit by car while working): An RA doing work outside was crossing in a crosswalk when car made a free right and the driver didn't see the employee. Employee sustained broken leg and spent night in hospital. We think L&I paperwork done, but Emma will double-check. We'll see OARS report next month. Unrelated: we will see a needle stick OARS report next month. Sterile needle packaging opened, needle removed, user realized didn't need it and recapped but stuck thumb when missed cap. User is fine.

Accident Summary Report

HSC 9

4/1/2014 to 4/30/2014

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2014-04-031	CIVIL & ENVIR ENGR	RESEARCH ASSISTANT	4/8/2014	I was crossing the street during a data collection event, and was struck by a small SUV which was making a right turn on red. The driver was arrested later for hit and run.	N/A

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2014-04-055	BIOENGINEERING	GRADUATE STUDENT	4/17/2014	<p>I was working in the tissue culture room in our lab, which is a separate interior room. I finished my work and opened the door. After taking a few steps into the lab space I smelled a strong odor of what I thought was ether. I looked around and did not see anyone else working in the lab. I knew that there was one grad student working at a desk in another interior room in the lab, so I went to grab him and we went into the hallway. In the hallway, I saw a colleague from another lab, [REDACTED]. I asked [REDACTED] to check his lab (next to ours) for the smell of ether. We went into his lab and did not smell anything. However, our two labs have a conjoining door. We went to that door and opened it into my lab. We were not able to enter the room because of the strong smell of ether. I immediately felt very light-headed. We then went back into the hallway and to my office where I called 9911. The operator suggested that I pull the fire alarm to evacuate the building.</p>	<p>While the bottle breaking was likely not preventable, the floor damage could have been avoided if the bottle was placed in a secondary container. I will have individual meeting with person who did not put bottle in secondary container. We will have a safety meeting at our next group meeting on May 5. I will also send out a reminder to all my lab personnel and prepare a report of the incident for our department.</p> <p>The EH&S follow up report of 4/30/2014 provided the following recommendations:</p> <p>"1. Trifluoroacetic acid is incompatible with some of the other materials collected in this container and, depending upon concentration, could result in a reaction. Please contact Doug Gallucci at 616-5835 for consultation on waste stream management. It may be necessary to segregate waste streams.</p> <p>"2. Develop a standard operating procedure in the laboratory for placing all hazardous waste in secondary containment at all times. The lab practice of using plastic bins should be followed for all waste containers. If secondary containment is not available, extra bottles of waste should be placed inside the flammable cabinet until chemical waste pick up occurs.</p> <p>"3. Hazardous waste labels need to be fully completed, including constituents of container and risk identification. Information can be found here: http://www.ehs.washington.edu/epowaste/hazwastelabel.shtml</p> <p>"4. Since several of the chemicals involved are flammable, all lab staff must be trained in the use of portable fire extinguishers. An online and hands-on class is available here: http://www.ehs.washington.edu/psotrain/corsdesc.shtml</p> <p>"5. Complete and submit an Online Accident Report on the UW OARS system to further document the incident, your response, and methods to minimize the potential for a future event. http://www.ehs.washington.edu/ohsoars/index.shtml. We recognize a report may have been submitted by the time this report is issued.</p> <p>"6. Although no physical injuries or adverse health symptoms were reported, please inform staff that they can contact the UW Emp</p>



University of Washington Accident / Incident Report

Report Number: 2014-04-031

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT	Department: CIVIL & ENVIR ENGR
Date Reported (yyyy/mm/dd): 2014/04/08	Time of Reporting: 04:01 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT	Department: CIVIL & ENVIR ENGR

Incident Details

Date of Incident (yyyy/mm/dd): 2014/03/20	Time of Incident: 1:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot:	
Room:	Other: City of Kenmore, NE Bothell Way	

Incident Details:

I was crossing the street during a data collection event, and was struck by a small SUV which was making a right turn on red. The driver was arrested later for hit and run.

Attachment: No

Supervisor

Last Name: MILLER	First Name: GREGORY
Phone: +1 206 543-0350	Email: gmiller@u.washington.edu
Occupation/Position: PROFESSOR	Department: CIVIL & ENVIR ENGR

Classification

Level 1:
 Injuries requiring medical treatment (go to Level 3 if in-patient hospitalization is required),
 Injuries involving lost work days,
 Loss of consciousness,

Type of Incident

Nature of Injury: Open Wound : Laceration, Puncture, Scratch, Contusion/Abrasion/Hematoma, Pain/Inflammation/Edema, Loss of Consciousness,

Body Parts Affected: Head, Chest/Shoulders, Hip/Pelvis, Legs,

What caused the harm: Structures/Surfaces, Motor Vehicles,

Possible Causes

Equipment:

Environment:

Policies / Procedures:

Human Factors: Other,

Suggested corrective action by the affected party

This was essentially unavoidable from my perspective. I followed all safety precautions, including the ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.

wearing a highly visible safety vest, following the rules of the road, and carefully checking all roadway hazards. The driver that struck me, who is not affiliated with the university, is completely at fault (can provide support for this based on police investigation).

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.)

This is primarily a case in which a non-UW person was driving (off campus) improperly and illegally and caused a hit-and-run accident. Per department procedure, [REDACTED] was wearing a highly visible safety vest at the time of the incident, and was crossing the street legally as a pedestrian when he was struck by an SUV.

Recommendations/Preventive Measures:

N/A

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

2014/04/10

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

2014/04/10

Other Comments:

Driver was arrested for a hit and run violation.

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2014-04-055

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: injury@u.washington.edu
Occupation/Position: GRADUATE STUDENT	Department: BIOENGINEERING
Date Reported (yyyy/mm/dd): 2014/04/17	Time of Reporting: 08:24 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: injury@u.washington.edu
Occupation/Position: GRADUATE STUDENT	Department: BIOENGINEERING

Incident Details

Date of Incident (yyyy/mm/dd): 2014/04/17	Time of Incident: 3:15 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: W.H. FOEGE BIOENG	
Room:	Other:	

Incident Details:

I was working in the tissue culture room in our lab, which is a separate interior room. I finished my work and opened the door. After taking a few steps into the lab space I smelled a strong odor of what I thought was ether. I looked around and did not see anyone else working in the lab. I knew that there was one grad student working at a desk in another interior room in the lab, so I went to grab him and we went into the hallway. In the hallway, I saw a colleague from another lab, [REDACTED]. I asked [REDACTED] to check his lab (next to ours) for the smell of ether. We went into his lab and did not smell anything. However, our two labs have a conjoining door. We went to that door and opened it into my lab. We were not able to enter the room because of the strong smell of ether. I immediately felt very light-headed. We then went back into the hallway and to my office where I called 9911. The operator suggested that I pull the fire alarm to evacuate the building.

Attachment: Yes

Supervisor

Last Name: PUN	First Name: SUZIE
Phone: +1 206 685-3488	Email: spun@u.washington.edu
Occupation/Position: ASSOCIATE PROFESSOR	Department: BIOENGINEERING

Classification

Level 1:
Near misses,
Incidents with no body injuries,
Property damage,

Type of Incident

Nature of Injury: None,
Body Parts Affected: None,
What caused the harm: None,

Possible Causes

Equipment: Other,
Environment: Other,

Policies / Procedures: **Other,**

Human Factors: **Other,**

Suggested corrective action by the affected party

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.)

1. Personnel did not put chemical waste in a secondary container.
2. Bottle subsequently failed due to unknown mechanism resulting in spill onto the floor.

An EH&S evaluation of the incident was completed 4/30/2014 and a copy is attached. The bottle may have been defective or there may have been incompatible waste solutions emptied into the bottle which could have reacted, leading to the bottle failure.

Recommendations/Preventive Measures:

While the bottle breaking was likely not preventable, the floor damage could have been avoided if the bottle was placed in a secondary container. I will have individual meeting with person who did not put bottle in secondary container.

We will have a safety meeting at our next group meeting on May 5. I will also send out a reminder to all my lab personnel and prepare a report of the incident for our department.

The EH&S follow up report of 4/30/2014 provided the following recommendations:

- "1. Trifluoroacetic acid is incompatible with some of the other materials collected in this container and, depending upon concentration, could result in a reaction. Please contact Doug Gallucci at 616-5835 for consultation on waste stream management. It may be necessary to segregate waste streams.
- "2. Develop a standard operating procedure in the laboratory for placing all hazardous waste in secondary containment at all times. The lab practice of using plastic bins should be followed for all waste containers. If secondary containment is not available, extra bottles of waste should be placed inside the flammable cabinet until chemical waste pick up occurs.
- "3. Hazardous waste labels need to be fully completed, including constituents of container and risk identification. Information can be found here: <http://www.ehs.washington.edu/epowaste/hazwastelabel.shtm>
- "4. Since several of the chemicals involved are flammable, all lab staff must be trained in the use of portable fire extinguishers. An online and hands-on class is available here: <http://www.ehs.washington.edu/psotrain/corsdesc.shtm>
- "5. Complete and submit an Online Accident Report on the UW OARS system to further document the incident, your response, and methods to minimize the potential for a future event. <http://www.ehs.washington.edu/ohsoars/index.shtm>. We recognize a report may have been submitted by the time this report is issued.
- "6. Although no physical injuries or adverse health symptoms were reported, please inform staff that they can contact the UW Emp

Corrective Actions Target Date (yyyy/mm/dd):
2014/05/05

Corrective Actions Complete Date (yyyy/mm/dd):
2014/05/05

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:EH&S follow up report of 4/30/2014 provided several recommendations and a copy is attached. Stuart Cordts, 5/1/2014.

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

April 9, 2014 1:00-2:30 pm
University of Washington – Lower Level

	Elected Membership		Appointed Membership		Guests
X	Leslie Anderson (1)		Paul Zuchowski (3)		Stuart Cordts-EH&S
X	Ryan Hawkinson (1)	X	Bob Ennes (4)	X	Andy Mackay (3)
	Paula Lukaszek (2)		Nadia Khan (4)-alternate		
	Sterling Luke (2)	X	Nicole Sanderson (7)		
X	Sara Jones (3)		Dave Leonard (8)		
X	Glenn McLean (4)		Michael Glidden (9)		
	John Martin (6)		David Zuckerman (10)		
X	Ron Maxell (6)		Liz Kindred (12)		
	Charlotte Rasmussen (7)	X	Rob Hinton (12)		
	Zachary Druce (8)				
X	Stephen Rondeau (8)				
X	Sonia Honeydew (9)				
X	Roy Farrow (10)				
X	Kathy Newell (10)				
X	Rick Gleason (Faculty Senate)				
	Labor Representation		Ex Officio Membership		Support
	Doug Nielson WFSE Local 1488	X	Michelle Doiron Attorneys General Office		Jude Van Buren, Director, EH&S
X	Joel McCulloch SEIU Local 1199		Tracey Mosier Facilities Services	X	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 Minutes
					Patricia Azeltine, EH&S

***X= Present at meeting**

Agenda

1. Call to Order and Introductions
 2. Approval of March Minutes
 3. Review of U-Wide Member Comments and Questions
 4. Discussion of May Meeting Logistics
 5. Organizational Group Reports
 6. Union Reports
 7. EH&S Reports
 8. Open Discussion
 9. Adjourn
-

Recorded: by Emma Alder

1. **Call to Order and Introductions:** Meeting called to order at 1:04 PM by Leslie Anderson. Introductions were made around the room.
2. **Approval of March Minutes:** Leslie asked for a motion to approve the March minutes as written. A motion to approve the minutes was put forward and seconded. The minutes were approved without changes.
3. **Review of U-Wide Member Comments and Questions:** Ryan Hawkinson opened the discussion with his interest in learning more about the departments each member represents. Specifically, it would be educational for members to discuss what types of OARS incidents they typically review each month. Leslie mentioned an interest of a committee member that was given to her after March's meeting. The member was interested in how other university health and safety committees are structured. It could be beneficial for our committee to communicate with other universities to see how we are similar or different and to share helpful information. Leslie suggested that each member introduce their group make-up during the member reports as well as an interesting OARS report that was recently reviewed by the organizational committee. Sherry Baron indicated that sharing best practices among the committees could be beneficial if they share similar hazards.
4. **Discussion of May Meeting Logistics:** Emma Alder opened the discussion with transportation options for getting to the May U-Wide meeting, which will be held at the Washington Park Arboretum. Many of the members would be interested in transportation to the meeting if provided. Emma will write a Catalyst survey and it send it the members to gather more information.
5. **Organizational Group Reports**
 - a. **Group 1:** Ryan Hawkinson reported on an interesting OARS report his committee reviewed that morning. The incident involved a piece of

- equipment used in the Applied Physics Lab (APL) that most committee members had never heard of. The member representing the APL described the equipment and all members learned something new.
- b. **Group 2:** There were no members present within Group 2.
 - c. **Group 3:** Sara Jones gave a brief discussion of her committee. Many of their OARS reports relate to cuts, repetitive motion, and slips, trips, and falls. Injuries may also result from rushing while working in Housing and Food Services. At her organizational meeting, she reported on the U-Wide and found that many of her members did not know about the OSHA 300 form. Her committee also discussed the incorrect categorization of some OARS reports; many that fall within the "Other" category for nature of injury or cause of harm could be classified better. The committee also talked about the culture of reporting. This led to a discussion concerning which incidents typically get reported and how to encourage the reporting of near misses.
 - d. **Group 4:** Bob Ennes reported that his committee met in March. Andy Casillas from the Capital Projects Office presented information on the Montlake Triangle Project. The subcommittee reviewed an OARS report concerning a fume hood fire that occurred in a lab while a graduate student was working alone at night. EH&S Building and Fire Safety wrote a report on the incident and found that lack of adequate training was one of the root causes of the accident. Bob will write letter to PI, copying the Dean, expressing concern about the safety of the student. The committee also reviewed the recent Emergency Management drill, Turbulent Tango.
 - e. **Group 6:** Ron Maxell reported that his committee is comprised of many new members this term. John Martin explained the importance of OSHA 300 logs at the previous meeting. The committee is in the process of evaluating the status of their departmental Health and Safety Plans. The group is also planning on crafting an e-mail to reach out to the different departments that explains their responsibilities in terms of safety.
 - f. **Group 7:** Nicole Sanderson reported that Group 7 met the day prior. Gary Bangs gave an overview of the Globally Harmonized System (GHS) for classification and labeling of chemicals. The group discussed recent traffic concerns on campus. Specifically, delivery trucks parking right in front of crosswalks. The committee will speak with drivers in order to prevent these incidents.
 - g. **Group 8:** Stephen Rondeau reported that there have been increased efforts to improve pedestrian safety around the Tacoma campus. These efforts have included rerouting and restructuring streets and sidewalks. The committee also discussed a recent practice drill and brainstormed how they can make the drills better in the future. Other topics the committee covered were the contents of first aid kits, slip/trip hazards on campus, and the electronic cigarette policy in classrooms.
 - h. **Group 9:** Sonia Honeydew reported the most common types of injuries/accidents that Group 9 reviews each month. These accidents vary from mouse bites to those involving heavy machinery. At their last meeting, Stuart Cordts from EH&S summarized the GHS changes and June 1st deadline for the new training. The committee reviewed an incident involving two laboratories that were contaminated with carbon

fiber particles leftover from the cutting processes of the previous occupants. Their group discussed how new research processes and materials are often accompanied by new risks.

- i. **Group 10:** Roy Farrow reported that at his committee's most recent meeting, Emma Alder gave a brief overview of GHS as well as the pros and cons of the current OARS system. The committee discussed the need for a health and safety plan template or sample that could be used by departments primarily off-site or in the field.
- j. **Group 12:** Joel McCulloch reported that needlesticks are one of the most common accidents that his committee reviews each month. At the last Group 12 meeting, Sherry Baron gave training on the roles and responsibilities of health and safety committee members. Other topics discussed by the committee included OSHA 300 statistics and the new GHS learning module that was implemented for the medical centers.
- k. **Faculty Senate:** Rick Gleason reported that April 28th of every year is Workers Memorial Day. There will be a ceremony on campus on Friday April 25th to show appreciation for the workers who have lost their lives in Washington State. Laura Harrington added that it would be worthwhile event for committee members to attend.

6. Union Reports

- a. No union reports.

7. EHS Updates

- a. **L&I Updates** – Sherry Baron reported that a recent employee hospitalization led to an on-site L&I investigation. She also reported two recent employee complaints were made to L&I. EH&S will investigate these complaints and report their findings and follow-up to L&I. Laura Harrington commented that as a shop steward, she could be an available union representative when L&I on-site inspections involve a SEIU employee.
- b. **GHS Update:** Katia thanked the committee for disseminating information to their committees regarding GHS. Last week, 700+ people completed the EH&S online training. Glenn asked for clarification regarding the scope of the GHS training. Only employees that work with hazardous chemicals or employees that supervise employees that work with hazardous chemicals need to take the training.
- c. **Videoconferencing Abilities:** Emma Alder gave an overview of potential videoconferencing opportunities available for the U-Wide committee. Videoconferencing could make it easier for members from Bothell and Tacoma to attend the U-Wide meetings. Nicole Sanderson and Stephen Rondeau informed the committee that traveling to campus to attend the meeting once a month has not been too difficult. The search for these technical options will be tabled until more interest is expressed by committee members.

- 8. Open Discussion:** Leslie asked the committee members how they people disseminate information to their respective departments. Committee members shared how they typically pass information along to their departments and the pros and cons of different communication options. Some of the boundaries to effective communication include high turnover, disregarded e-mails, and the horizontal (vs. top down management) structure of the university. Some options that were discussed by members to improve communication include newsletters, better listserv mailing lists, or new employee orientations. Katia Harb added EH&S has been increasing their outreach efforts through a monthly newsletter. EH&S is tracking the number of people who open the newsletter and select links. Generally, a large percentage people who receive electronic newsletters do not open them. The committee brainstormed ideas to market and promote safety initiatives and information. These ideas included booths at campus events, interviews with campus newsletters and/or newspapers. Committee members agreed that these efforts would need to be continuous in order to be effective.
- 9. Meeting Adjournment:** Leslie Anderson: Adjourned the meeting at 2:24 PM.