

Agenda – February 29, 2016
Group 9 Health and Safety Committee (College of Engineering)

1. Attending

Fiona Spencer, AA
Colleen Irvin, BioE
Sean Yeung, CEE
Karen Liebert, EE
Morgan Tubby, HCDE
Sheila Prusa, ISE
Tatyana Galenko, MSE

Bill Kuykendall, ME
Chris Adams, MoES
Sonia Honeydew, DO
Emma Alder, EH/S
Arne Biermans, ChemE
Tracy Erbeck, CSE

2. Absent

Michael Glidden, DO

3. Guest Speakers

Green Labs: Chris Toman (Programs Specialist) and Dalena Huynh (Green Labs Coordinator)

4. Group Business

- EH&S required Safety Committee Member Training (who hasn't taken?)
- Husky Ready inquiry
- Group 9 Evacuation
- EH&S drafted shorter FSEP to replace EEOP template

5. Previous Meeting Minutes

- January 2016 – approve?

6. Department Incident Reports

- ME – reduced finger along with printed part, using boxcutter (Jan)
- AA – cut up thumb along with procard, using scissors (Jan)

7. UW-Wide Meeting

- December notes attached
- No meeting in January
- February agenda attached

8. Department Updates

9. Next Meeting

- March 28th at 2pm, in CSE 128

DRAFT Meeting Minutes

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

Meeting Date: January 25, 2016

Attended

Fiona Spencer, AA

Colleen Irvin, BioE

J. Sean Yeung, CEE

Tracy Erbeck, CSE

Sonia Honeydew, DO

Karen Liebert, EE

Morgan Tubby, HCDE

Sheila Prusa, ISE

Bill Kuykendall, ME

Chris Adams, MoIES

Phil Numoto, EH&S

Absent

Arne Biermans, ChemE

Emma Alder, EH&S

Michael Glidden, DO

Tatyana Galenko, MSE

Group Business

- Introductions (two new members, representing EE and HCDE). Noted that dept evolution changes safety needs, e.g. CSE's fume hood requests; ISE new laser lab.
- Noted EH&S required training: Safety Committee Member
- Voted on 2016-2017 meeting schedule and location. Decided to continue with last Mondays, 2-3pm. Tracy has booked CSE 128; exceptions are location on 2/29 (CSE 110); date of 5/23 rather than 5/30 (holiday), and no December meeting (holiday).
- Elected Group 9 Chair: Sonia Honeydew; Vice-Chair: Colleen Irvin; U-Wide reps: Sonia and Colleen
- Noted UW Safety, Sustainability, and Preparedness Expo on Feb 10 from 10-2 (RSVP)
- Discussed UW Resilience Workgroup's request for list of units that haven't completed Husky Ready business continuity plan (this can be lab, dept, or whatever is logical). Sonia will email Husky Ready link and ask group members for this info.
- Discussed best week for CoE building evacuations. Sonia will ask Fire Shop whether first week of SPR qtr available (prefer 9-10am).
- Discussed which presenters we'd like at Group 9 meetings.
 - Stacie Smith, UWEM's new Seismic Resilience Manager, in July/Aug before Great Shakeout in Oct.
 - Emma Alder on OARS root cause analysis.
 - SFD?

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

- UWPD (Pratt-Wieburg) & SPD (different days?)
- Active Shooter training (Safe Campus and/or UWPD)
- Examples of websites that present safety info (e.g. evac info) effectively... EH&S? UWEM? Sonia ask around.

Previous Meeting Minutes

- November 2015 – approved as is

Incident Reports

- BIOE – contractor spilled chemical (July): Vendor left alone to do work, spilled chemical and didn't address it. Lab has new protocols to ensure vendors are competent and aware of safety practices, and lab members nearby know what the vendor is there to do. Lab recommends this be done with anyone entering the lab, not just installation contractors. Bring to next U-Wide.
- CEE – acidic reagent splash in eye (Nov): This occurred in Ben Hall with a newer prof. Sean will now manage that lab's safety training, and reach out to other profs outside More Hall. Sonia send everyone the link to EH&S' PI packet. Some like to share this (especially training grid) with grad students too. Sonia send PO 55 link too.
- BIOE – shaker bottle spill (Nov): didn't clip solvent into shaker, spun off. Did well with cleanup protocol. Now shaker in fume hood. Will build better SOP and training including double-checking clipped in, extra tape, turn up slowly.
- BIOE – pipette tip cut thumb (Nov): freak accident – end of pipette broke off – never seen in 30 yrs of lab work.
- BIOE – exposure to resin from 3D printer (Dec): two research/experimental resins (as opposed to commercial resins), when combined, overrode nitrile glove barrier. Changed to cold light source to reduce condensation, and instituted double glove protocol. Noted students didn't report burns/rashes right away – train on importance of reporting. 3D printers are becoming more common, and most are wire extrusion type (safer), but resin type increasing here too. Bill shared resin combo story with ME's 3D printer prof. Group 9 recommends that EH&S gather and share best practices for 3D printer safety protocols. Phil Numoto? Bring to next U-Wide.
- CEE – lid of pressurized vessel popped off (Dec): vessel is within a flow chamber; it overpressurized. Updated protocols to perform more regular maintenance.
- AA – per Phil (EH&S), follow-up on “glue in eye”: that PI eliminating the wet lab work with resins

UW-Wide Meeting

DRAFT Meeting Minutes

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

- December meeting minutes attached (no Group 9 Dec mtg to discuss them)
 - Evac Drill Subcomm Rpt to Provost next week. Comments? EH&S will take on centrally scheduling all evacuation drills. Hope to utilize Building Coordinators in a different way. Graduate Students in GPSS also recommending 2-5 minute evacuation review at beginning of each course.
 - EH&S Board met yesterday for first time since May. Mark Murray's presentation on Evac Drill Subcomm recommendations were well received. Risk Management gave workers comp presentation. Emma talked about OARS and root cause analysis. Jude presented on prioritizing EH&S services and risks.
 - Stuart Cordts retiring end of Feb. EH&S recruiting for his position, "Accident Reporting Administrator".
 - Lots of construction on campus right now, but biggest disruption is the Burke Gilman trail (next section is towards Pend Oreille)
 - Campus Security Advisory meeting: high volume of requests for active campus shooter training. Will respond to those, then reach out to other depts. To make this more regular rather than ad hoc. Talking about how to put into EEOPs. A new version of "Run, Fight, Hide" film will be made with a UW-specific intro and conclusion.
 - EOC now offering free seismic mitigation walk-thrus to give improvement ideas, and offer reduced prices for straps, etc for seismic resilience. Stacie Smith hired – new concierge of earthquake issues. UW Alert list will be scrubbed in January (membership is for life unless you opt out – they're checking for people who have left UW).
- No January U-wide meeting
- February agenda attached
 - Election of Chair and Co-Chair
 - 2016-2017 meeting terms
 - Review of committee member elections and training
 - Reports: Groups, Union, EH&S

Department Updates

- MoIES – new pulse laser installation; examined necessary requirements and decided not to disable safety lock
- BioE – working on active shooter protocol. Reassigned Evacuation Warden duties at lab level (removed a level of the reporting tree, for efficiency).

Next Meeting

- February 29th at 2pm, ***CSE 110***

Accident Summary Report

HSC 9

1/1/2016 to 1/31/2016

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2016-01-011	MECHANICAL ENGINEERING	ASSOCIATE PROFESSOR	1/5/2016	I was working on a 3D printed part for a lab experiment I was building and, when I tried to reduce an edge that did not fit with a box cutter, it slipped and cut the tip of my middle finger, right on the edge of the fingernail.	Reduce part edges in machine shop with proper part supporting equipment (vice). Do not use box cutter for this operation.
2016-01-025	AERONAUTICS & ASTRO-	[REDACTED]	1/7/2016	I was cutting a separated employees ProCard up with scissors. The scissors slipped and sliced into my left thumb causing a bleeding wound.	



University of Washington Accident / Incident Report

Report Number: 2016-01-011

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: + [REDACTED]	Email: [REDACTED]
Occupation/Position: ASSOCIATE PROFESSOR	Department: MECHANICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2016/01/05	Time of Reporting: 10:00 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: + [REDACTED]	Email: [REDACTED]
Occupation/Position: ASSOCIATE PROFESSOR	Department: MECHANICAL ENGINEERING

Incident Details

Date of Incident (yyyy/mm/dd): 2015/11/11	Time of Incident: 9:00 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: PF MECHANICAL BLG	
Room: MEBG44	Other:	

Incident Details:

I was working on a 3D printed part for a lab experiment I was building and, when I tried to reduce an edge that did not fit with a box cutter, it slipped and cut the tip of my middle finger, right on the edge of the fingernail.

Attachment: No

Supervisor

Last Name: KRAMLICH	First Name: JOHN
Phone: +1 206 543-5538	Email: kramlich@u.washington.edu
Occupation/Position: professor	Department: MECHANICAL ENGINEERING

Classification

Level 1:
Injury requiring medical treatment (go to level 3 if in-patient hospitalization or amputation occurred),

Type of Incident

Injury Description: Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),
Body Parts Affected: Fingers,
Cause of Injury or Damage: Box Cutters, Knives, etc.,

Possible Causes

Equipment: Using Equipment Improperly,
Environment:
Policies / Procedures:
Human Factors:

Suggested corrective action by the affected party

Reduce edges of 3D-printed parts in machine shop with proper holding of parts, not hand-held.

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.) Inadequate use of tools for dealing with hard plastic 3D-printed parts.			
Recommendations/Preventive Measures: Reduce part edges in machine shop with proper part supporting equipment (vice). Do not use box cutter for this operation.			
Corrective Actions Target Date (yyyy/mm/dd): 2016/01/06		Corrective Actions Complete Date (yyyy/mm/dd): 2016/01/06	
Other Comments: All employees working with these hard plastic parts will perform size reduction while holding the part in a vice or other fixed clamp, and not hold them by hand. Employee and others in this lab have been advised of this protocol.			
EHS Review			
Last Name:	First Name:	Phone Number:	Email:
Occupation/Position:		Department:	
Comments:			



University of Washington Accident / Incident Report

Report Number: 2016-01-025

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: + [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: AERONAUTICS & ASTRO-
Date Reported (yyyy/mm/dd): 2016/01/07	Time of Reporting: 03:01 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: + [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: AERONAUTICS & ASTRO-

Incident Details

Date of Incident (yyyy/mm/dd): 2015/06/01	Time of Incident: 9:00 AM	When Shift Begins: 8:30 AM
Campus: Seattle	Incident Location/Parking Lot: GUGGENHEIM HALL	
Room: 211G	Other:	

Incident Details:

I was cutting a separated employees ProCard up with scissors. The scissors slipped and sliced into my left thumb causing a bleeding wound.

Attachment: No

Supervisor

Last Name: WAAS	First Name: MODERAGE
Phone:	Email: injury@u.washington.edu
Occupation/Position:	Department: AERONAUTICS & ASTRO-

Classification

Level 1:
Injury requiring first aid,

Type of Incident

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

Body Parts Affected: Hands, Wrists,

Cause of Injury or Damage: Box Cutters, Knives, etc.,

Possible Causes

Equipment:

Environment:

Policies / Procedures:

Human Factors: Inattention, Rushing,

Suggested corrective action by the affected party

Use a shredder next 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.)

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

February 10, 2016

1:00 – 2:30 PM

Husky Union Building (HUB) 332

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 and Introductions	Leslie Anderson		5 min
Welcome	EH&S		5 min
Election of Chair, Co-Chair for 2016-2017	Leslie Anderson	Election	5 min
2016-2017 Meeting Terms: Time, Day, Location, Meeting Length	New Chair	Election	5 min
Election and New Safety Committee Member Training Review	Emma Alder	Discussion	5 min
Organizational Group Reports	Committee Members	Discussion	10 min
Union Reports	Union Representatives	Discussion	5 min
EH&S Reports	Emma Alder: 2015 OSHA 300A Summaries Emma Alder: L&I Update Katia Harb: EH&S Updates	Presentation	10 min
Open Discussion	Committee Members	Discussion	10 min
Adjourn	New Chair	Robert's Rules of Order	

Next Meeting: 3/9/2016

University-Wide Health and Safety Committee Meeting Minutes

December 9, 2015 1:00-2:30 pm
Foegle N130A

	Elected Membership		Appointed Membership		Guests
X	Leslie Anderson (1)		Paul Zuchowski (3)	X	Doug Gallucci, EH&S
X	Ryan Hawkinson (1)		Bob Ennes (4)	X	Chris Pennington
X	Paula Lukaszek (2)		Nadia Khan (4)	X	Steve Charvat
	Sterling Luke (2)		Nicole Sanderson (7)		
X	Sara Jones (3)		Michael Glidden (9)		
X	Ron Maxell (6)	X	David Zuckerman (10)		
	Paul Miller (6)	X	Liz Kindred (5)		
	Charlotte Rasmussen (7)		Rob Hinton (5)		
	Stephen Rondeau (8)				
X	Sonia Honeydew (9)				
	Roy Farrow (10)				
	Kathy Newell (10)				
X	Rick Gleason (Faculty Senate)				
	Labor Union Representation		Ex Officio Membership		Support
X	Jim Bals WFSE Local 1488		Michelle Doiron Attorneys General Office	X	Jude Van Buren, Director, EH&S
	(Vacant) SEIU Local 1199	X	Tracey Mosier Facilities Services	X	Katia Harb, Asst. Director, EH&S
	Laura Harrington SEIU 925		Wendy Winslow-Nason Risk Management	X	Emma Alder, EH&S Technical
	Peter Johnston UAW 4121	X	Ron Fouty Capital Projects		
			Josh Kavanagh, Transportation Services		
*X= Present at meeting					

Agenda

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

Recorded: by Emma Alder

1. **Call to Order:** Meeting called to order at 1:10 PM by Leslie Anderson.
2. **Approval of Minutes:** Changes to the November minutes were suggested. The minutes were approved as amended.
3. **Evacuation Drill Subcommittee Report:** Leslie Anderson asked the U-Wide for their input on the evacuation drill summary that was created for the Provost. Some members gave general positive feedback. No major changes were proposed to the document.
4. **Board of EH&S Meeting:** Liz Kindred reported that the board met on 12/8/15. Mark Murray gave a presentation on the Evacuation Drill Subcommittee. The board recognized that it was a great for many different groups to get together to discuss this issue and work towards a solution. Claim Services gave the Workers' Compensation Annual Report data and more information on identifying and addressing root causes. EH&S gave a follow-up presentation on what projects are ongoing to prevent the most common injuries on campus.
5. **Organizational Group Reports:**
 - a. **Group 1:** Ryan Hawkinson reported that Group 1 met that morning. The group discussed what is left of the election process and went through accident reports. The group noted that there were many slips and falls recently in the accident reports.
 - b. **Group 2:** Ron Fouty reported that Group 2 met and went through their usual agenda items. The group is almost done with elections.
 - c. **Group 3:** Sara Jones reported that Group 3 met and it was a brief meeting. The group has been seeing less OARS reports – this could be due to the new cut glove policy in Housing and Food Services. The committee is curious to know how the cut gloves are being laundered.

- d. **Group 4:** Emma Alder reported on Group 4 meeting. The group went through their usual agenda items and is making progress towards elections.
- e. **Group 5:** Liz Kindred reported that Group 12 met for their last meeting of the year and reviewed their accident reports. Airlift Northwest has had safety concerns with their helmets. L&I and WFSE consultation on linen workers regarding moving bags and heavy carts. The group then discussed members who will no longer be on the committee next term.
- f. **Group 6:** Ron Maxell reported on U-Wide Safety Committee. The group expressed mixed enthusiasm for repairing the bricks on Red Square. The solution would be too expensive and the money may be better spent elsewhere. The group discussed the aftermath of the Nisqually Earthquake and reviewed their OARS reports. The Dean's Office is now assisting Group 6 with an expedited election.
- a. **Group 7:** No members present.
- b. **Group 8:** No members present.
- c. **Group 9:** Sonia Honeydew reported that Group 9 met on November 30th. The group reviewed OARS reports and met at the Emergency Operations Center in the Tower. The group discussed Husky Ready and are trying to compile list of uncompleted Husky Ready plans.
- d. **Group 10:** David Zuckerman reported that Group 10 met and discussed medical treatment and consultation following injury for visitors. There was a presentation from Associate Dean on Husky Ready. The group is waiting for next version to come out before the College tackles the plans. Grounds employees are going through bloodborne pathogen training for those who may come across syringes. The College is now working on getting their MyChem inventories up-to-date.

6. Union Reports

- a. **SEIU Local 1199:** No representative present.
- b. **SEIU Local 925:** No representative present.
- c. **UAW 4121:** No representative present.
- d. **WFSE Local 1488:** Jim Bals asked for more information on Husky Ready plans. Steve Charvat discussed that it is an online tool for departments to walk them through a business continuity plan for an emergency. Paula Lukaszek asked about corrosive cleaners used for plumbing and determining the appropriate PPE. She also brought up concerns with a difference in the training and safety practices for Facilities Services employees that are working with Intercollegiate Athletics employees.

- 7. Ex-Officio Reports:** Ron Fouty reported on the current construction projects on campus and discussed the 15th avenue and T-Wing bridge closure of Burke Gilman Trail. There was then a discussion on upcoming active shooter trainings that will be given regularly at the start of next year. The discussion turned to the dissemination of emergency information on campus. Steve Charvat reported that Emergency Management has hired an employee to be the specialist and contact for earthquake information on campus.
- 8. Open Discussions:** Jude Van Buren reported that a Pre-Entry Assessment Team drill will be held next week. Katia Harb reported that Stuart Cordts will be retiring at the end of February 2016 and EH&S is recruiting for Stuart's replacement.
- 9. Recognition and Celebration:** Jude recognized the service of the members. Certificates of membership were distributed and photo was taken.
- 10. Meeting Adjournment:** The meeting was adjourned by Leslie Anderson at 2:30 PM.

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