

Agenda – September 26, 2016
Group 9 Health and Safety Committee (College of Engineering)

1. Attending

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

Angie Haggard, EH&S
Emma Alder, EH&S
Morgan Tubby, HCDE
Jenny Dutton for Sheila Prusa, ISE
Bill Kuykendall, ME
Chris Adams, MoIES
Tatyana Galenko, MSE

2. Absent

Michael Glidden, DO

3. Previous Meeting Minutes

- August 2016 – approve?

4. Group Business

- Group discussion of good safety communication, with examples. Ideas for sharing templates, links?
- Flu shots available on campus. Herd immunity.
- Continuing survey: who is participating in Great Shakeout earthquake drill on 10/20?
- University of Hawaii lab accident – any further thoughts after reading?
- Update: EH&S still preparing recommendations for 3D printer safety, considering enclosures
- Research results: homeland security money for lock changes?

5. Department Incident Reports

- BioE – mouse bite during training (May)
- CEE – unsecure clamp to forklift, plate slipped & hit face + knees (Jul) – more info from PI?
- EE – hand cut on office panels (Aug)
- ChemE – finger cut with microtome blade (Aug)
- ChemE – glacial acetic spill (Aug)
- CEE – back injury (Aug)

6. UW-Wide Meeting

- Aug minutes attached.
- Sep agenda attached. Highlights:
 - Safety Governance Task Force has two more meetings to finalize recommendations to Provost and will share draft with U-wide.
 - EH&S working with GIS pilot project evac route signs for all small bldgs., and replace/update signs in larger bldgs..
 - Group 1's Executive Sponsor asked them to take on a project so they're brainstorming.
 - Transp Svcs updating info on page so stranded vehicles know who to call
 - Transp Svcs discussing signage for load limits of overpasses at Rainier Vista
 - UWPD welcomed as new Ex Oficio member of U-wide. New active shooter video soon.
 - U-wide charter under development (Angie)
 - Lab Safety Seminar Sep 27th (Emma updated from two days to one half-day)
 - EH&S staff update: new Industrial Hygienist Brandon Kemperman. EH&S realigning: bringing Ind Hyg and Safety people back together in one group. Karen Crow updating website.

7. Department Updates

8. Next Meeting

- October 31st at 2pm, in CSE 128. Costumes encouraged but not required.

DRAFT Meeting Minutes

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

Meeting Date: August 29, 2016

Attended

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
Karen Liebert, EE	

Absent

Fiona Spencer, AA	Michael Glidden, DO
Colleen Irvin, BioE	Emma Alder, EH&S
Morgan Tubby, HCDE	Tatyana Galenko, MSE

New Member / Introductions

- Kameron Harmon, new hire Research Scientist/Engineer 2 now represents ChemE.
 - Kameron is new to UW. Who else manages shared labs, research or teaching? Introductions around the room. How can we best share resources and best practices? Feel free to use Group 9 email list.
 - Identifying training needs and tracking training is one of the more challenging aspects of establishing a safety program. Angie says Emma is now in charge of training and working on those two areas. She's already changed the Lab Safety Seminar from two half days to one half day. Idea: some labs don't grant access (card or key) until safety training complete.
 - Sonia forward to Group 9 Jude's survey on EH&S website redesign. (Done 8/29.)

Previous Meeting Minutes

- July 2016 – approved as is (6 of 10 departments, not counting Dean's Office – simple majority makes quorum)

DRAFT Meeting Minutes

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

Group Business

- Great Shakeout Earthquake Drill is on 10/20 at 10:20am.
 - Sign up your group, dept, or bldg online.
 - CSE not interested. MoIES interested and hope to combine with evacuation drill. Loew hopefully. The rest deciding.
- Hate speech graffiti and Dean's 7/26 email: in addition to reporting to UWPD and calling Custodians/Facilities for cleanup, please advise CoE Dean's Office (Rachel Spencer).
- U of HI lab accident -- explosion caused by static electricity. Can address this danger with special shoe soles and/or grounding wires. Full report too long to print; Sonia send EH&S lab accident news link and U HI report to Group 9. (done 8/29)

Incident Reports

- ChemE – punctured finger while uncapping needle (Apr). Will uncap needles outside fume hood now. KH will verify written procedure and hands-on demo completed.
- BioE – mouse bite during training (May). BioE rep absent. Discuss this at Sept mtg.
- ChemE – sodium hydroxide splash to face (Jun). KH will ask whether wearing goggles.
- ME – wire hanging in hood poked eye (Jul). Safety glasses policy now enforced in lab, and hood now enclosed with plexiglass door with places to hang things, so no reason for wire hangers.
- CEE – jammed finger when wrench slipped (Jul). Improved training to twist [auger] with both hands, not one. Went to Hall Health. Consider signage? Too many signs.
- MSE (addressed by MoIES) – former lab member working alone at night, explosion in hood, small burn (Jul). As discussed last month, this brought attention to the need for PI's to advise Building Coordinators to remove access when someone separates from their lab. This is more difficult with keys than cards or keypad access, especially keys loaned to visitors. Idea: some labs with card access limit UG access to daytime hours. Idea: CSE asks for end date when first program CAAMS card, to be extended as needed. Karen's idea: is there [Homeland Security] grant money for conversion of key locks to access card locks? Haven't seen any via FS or CPO since about 2007, but we could each ask our dept rep at the Office of Sponsored Programs, and Sonia will ask Ted Hanson.
- CEE – unsecure clamp to forklift, plate slipped and hit face + knees (Jul). Need more info from PI; address this in Sept mtg.

DRAFT Meeting Minutes

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

UW-Wide Meeting

- July meeting minutes attached
- August agenda attached
- August meeting highlights:
 - The U-wide committee answered the H&S Task Force survey questions about what UW could do to improve safety. Group 9 interested in seeing answers generated; Sonia will forward. (Done 8/29)
 - Angie is designing templates for our safety committees: charter, minutes, attendance.

Department Updates

- CSE – Upgrading CAAMS system: in early Sept training for software switch from Picture Perfect to OnGuard (happening across campus); in late Sept CSE choosing to switch hardware back to prox from swipe readers so can use purple Husky cards.
- ME – New Administrator! There will be some reorg but Bill probably still BC and Group 9 rep.
- ChemE – currently auditing keycard access (three rooms).
- EE – will be absent Sep mtg
- ISE – will try to send proxy to Sep mtg

Next Meeting

- September 26th at 2pm, CSE 128



University of Washington Accident / Incident Report

Report Number: 2016-05-089

Contact EH&S at 206-543-7388

Person Reporting Incident		
Last Name: [REDACTED]	First Name: [REDACTED]	
Phone: + [REDACTED]	Email: [REDACTED]	
Occupation/Position: SENIOR FELLOW	Department: BIOENGINEERING	
Date Reported (yyyy/mm/dd): 2016/05/23	Time of Reporting: 01:58 PM	
Person Involved or Affected		
Last Name: [REDACTED]	First Name: [REDACTED]	
Phone: + [REDACTED]	Email: [REDACTED]	
Occupation/Position: SENIOR FELLOW	Department: BIOENGINEERING	
Incident Details		
Date of Incident (yyyy/mm/dd): 2016/05/23	Time of Incident: 1:00 PM	When Shift Begins: 1:00 PM
Campus: Seattle	Incident Location/Parking Lot: MAG HEALTH SCIENCES	
Room: G109	Other:	
Incident Details:		
<p>When I attended the 'Mouse Hands-on Laboratory' training, I was bit by the mouse. I already scrubbed my wound thoroughly 15 minutes using warm water.</p>		
Attachment: No		
Supervisor		
Last Name: WANG	First Name: RUIKANG	
Phone: +1 206 616-5025	Email: wangrk@uw.edu	
Occupation/Position: PROFESSOR	Department: BIOENGINEERING	
Classification		
Level 1: Injury or Exposure, no first aid required,		
Type of Incident		
Injury Description: Broken or Lost Tooth, Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),		
Body Parts Affected: Hands, Wrists,		
Cause of Injury or Damage: Animal (Other than Primates),		
Possible Causes		
Equipment: Other,		
Environment: Animal Action,		
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.)

When dealing with animals, this incident may occasionally happens. This is the responsibility of trainee and course instructor to prevent this from happening.

Recommendations/Preventive Measures:

handle with caution, following instructions given by the instructors.

Corrective Actions Target Date (yyyy/mm/dd):
2016/05/23

Corrective Actions Complete Date (yyyy/mm/dd):
2016/05/23

Other Comments:

I am the adviser for the person involved in the incident, not the supervisor for the training course (use of animals) where the incident happened. However, in future, I will emphasize the safety cautious to my personnel before training.

EHS Review

Last Name:**HAGGARD**

First Name:**ANGELINA M**

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

Email:**ahaggard@uw.edu**

Occupation/Position:

Department:

Comments:**on 5/23/16 forwarded to OHN & Emp Health**



University of Washington Accident / Incident Report

Report Number: 2016-06-005

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: LIU	First Name: ERIK
Phone: +1 206 616-5991	Email: ejliu@u.washington.edu
Occupation/Position: PREDOC RES ASSOC 1	Department: CHEMICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2016/06/03	Time of Reporting: 06:16 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position:	Department: CHEMICAL ENGINEERING

Incident Details

Date of Incident (yyyy/mm/dd): 2016/06/03	Time of Incident: 4:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BEN HALL INT. RSCH	
Room: 443	Other:	

Incident Details:

Subject involved received small splash of sodium hydroxide solution to face, and was subsequently sent to the eye wash station to flush exposure area. There was a tiny bit of redness on exposure area, but subject reported no symptoms after use of the eye wash station. After monitoring subject for about an hour after the incident with no change to the exposed area, the subject went home with instructions to seek medical care if there are changes to the exposed area.

Attachment: **No**

Supervisor

Last Name: JIANG	First Name: SHAOYI
Phone: +1 206 616-6509	Email: sjiang@u.washington.edu
Occupation/Position: PROFESSOR	Department: CHEMICAL ENGINEERING

Classification

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

Type of Incident

Injury Description: **Pain, Irritation, Inflammation, Swelling, Other,**

Body Parts Affected: **Face,**

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

Possible Causes

Equipment: **Other,**

Environment: **Chemicals,**

Policies / Procedures: **Other,**

Human Factors: **Other,**

Suggested corrective action by the affected party

will require further discussion with subject with regards to events leading up to the use and splashing
ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.

of sodium hydroxide to assess factors and corrective actions once the subject has a clear mind and is no longer stressed over the incident

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.)

There are no particular root causes except that the person needs to be more careful with her experiments.

Recommendations/Preventive Measures:

The person involved has significant lab experience. There are no particular root causes except that the person needs to be more careful with her experiments. I talked to this person involved and another person who assisted her immediately after the accident occurred and reported this accident. I called for a group meeting on June 24, 2016 to (a) walk through several key lab safety issues again, (b) re-emphasize the importance to follow UW safety rules/policies strictly and (c) make sure that all group members have received up-to-date safety training and information. Our group meetings periodically discussed lab safety issues over years and will continue to do so.

Corrective Actions Target Date (yyyy/mm/dd):
2016/06/24

Corrective Actions Complete Date (yyyy/mm/dd):
2016/06/24

Other Comments:

(a) I have talked to the person involved and another person who assisted and reported; (b) the person involved and all others in the group have been reminded about lab safety again; (c) I have checked and made sure that all have up-to-date lab safety training and information.

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:

Accident Summary Report

HSC 9

8/1/2016 to 8/31/2016

<i>Case#</i>	<i>Org Name</i>	<i>Employee Activity</i>	<i>Root Cause</i>	<i>Supervisor Corrective Action</i>
2016-08-026	ELECTRICAL ENGINEERING	Student Lab Assistant cut his hand while taking down surplus office panels.	Employee reports inattention - wasn't alert and caught on sharp metal piece.	Ordering PPE and will provide to lab assistants when dealing with metals / sharps
2016-08-033	CHEMICAL ENGINEERING	Finger cut with microtome blade. Supervisor notified at 1:45 PM.	Equipment apparatus for stabilizing blade. Experience levels with equipment (recently trained student).	Review cautionary measures to prevent contact with the microtome blade, and ensure that the equipment apparatus that stabilizes the microtome blade is working properly.
2016-08-050	CHEMICAL ENGINEERING	Glacial Acetic Spilled onto bench top and outer clothing. Small patch of skin exposed. Skin washed thoroughly with soap and water. Clothing removed and washed thoroughly. Spill on bench top diluted thoroughly with water then cleaned up appropriately.	██████ was wearing safety glasses and gloves but no lab coat while dispensing acetic acid in a graduated cylinder under the hood. The cylinder tipped as the acid was being measured. ██████ action following the spill (extensive wash of affected area, clothing wash and subsequent spill neutralization) was appropriate and per SOP.	██████ and all lab personnel have been reminded to wear a lab coat when working with chemicals.
2016-08-112	CIVIL & ENVIR ENGR	I was sitting on a safety step ladder trying to place a steel bolt into the bolt hole. the bolt was about 1 1/4" in diameter weight about 8 lbs. While directly reach down with both hands between my knees, holding the bolt inserting into the hole from below. I felt a sharp pain on my back. At the time I assumed that the pain will wear off, with some off the counter ibuprofen. And was able to come in to work the following day with pain. Yet on Saturday the pain was quite unbearable the I had to go to the emergency admission at St. Francis hospital in Federal Way.		



University of Washington Accident / Incident Report

Report Number: 2016-08-026

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: KHBEIS	First Name: MICHAEL
Phone: +1 206 543-5101	Email: khbeis@uw.edu
Occupation/Position: ASSOCIATE DIRECTOR MICROFABRICATION FACILITY	Department: ELECTRICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2016/08/03	Time of Reporting: 04:04 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email:
Occupation/Position: Undergraduate Student	Department:
Person was in Paid Position: Yes	

Incident Details

Date of Incident (yyyy/mm/dd): 2016/08/02	Time of Incident: 12:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: FLUKE HALL	
Room:	Other:	

Incident Details:
Student Lab Assistant cut his hand while taking down surplus office panels.
 Attachment: **No**

Supervisor

Last Name: KHBEIS	First Name: MICHAEL
Phone: +1 206 543-5101	Email: khbeis@uw.edu
Occupation/Position: ASSOCIATE DIRECTOR MICROFABRICATION FACILITY	Department: ELECTRICAL 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: **Hands, Wrists,**
 Cause of Injury or Damage: **Broken Glass, Splinter, Sharp Furniture Edge, etc.,**

Possible Causes

Equipment:
 Environment:
 Policies / Procedures:
 Human Factors: **PPE Not Used, Inattention,**

Suggested corrective action by the affected party

Provide worker / construction gloves to prevent cuts in the future when working with sharp metal objects.

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.)

Employee reports inattention - wasn't alert and caught on sharp metal piece.

Recommendations/Preventive Measures:

Ordering PPE and will provide to lab assistants when dealing with metals / sharps

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

2016/08/04

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

2016/08/03

Other Comments:

Buy PPE

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2016-08-033

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: UNDERGRADUATE RESEARCH ASSISTANT	Department: CHEMICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2016/08/05	Time of Reporting: 02:29 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: UNDERGRADUATE RESEARCH ASSISTANT	Department: CHEMICAL ENGINEERING

Incident Details

Date of Incident (yyyy/mm/dd): 2016/08/05	Time of Incident: 1:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BENSON HALL	
Room: 220	Other:	

Incident Details:

Finger cut with microtome blade.
Supervisor notified at 1:45 PM.

Attachment: No

Supervisor

Last Name: NANCE	First Name: ELIZABETH
Phone: +1 206 543-2216	Email: eanance@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: CHEMICAL ENGINEERING

Classification

Level 1:
Injury requiring first aid,

Type of Incident

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

Body Parts Affected: Fingers,

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

Possible Causes

Equipment:

Environment:

Policies / Procedures:

Human Factors: Inattention, Loss of Balance,

Suggested corrective action by the affected party

None

PI: ensure equipment apparatus is properly stabilizing microtome blade, review ways to minimize contact

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

with microtome blade

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.)

Equipment apparatus for stabilizing blade.

Experience levels with equipment (recently trained student).

Recommendations/Preventive Measures:

Review cautionary measures to prevent contact with the microtome blade, and ensure that the equipment apparatus that stabilizes the microtome blade is working properly.

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

2016/08/05

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

2016/08/05

Other Comments:

We reviewed cautionary measures to prevent contact with the microtome blade, and ensured that the equipment apparatus that stabilizes the microtome blade is working properly.

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2016-08-050

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT	Department: CHEMICAL ENGINEERING
Date Reported(yyyy/mm/dd): 2016/08/11	Time of Reporting: 03:50 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT	Department: CHEMICAL ENGINEERING

Incident Details

Date of Incident(yyyy/mm/dd): 2016/08/11	Time of Incident: 2:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BENSON HALL	
Room: 127	Other:	

Incident Details:

Glacial Acetic Spilled onto bench top and outer clothing. Small patch of skin exposed. Skin washed thoroughly with soap and water. Clothing removed and washed thoroughly. Spill on bench top diluted thoroughly with water then cleaned up appropriately.

Attachment: No

Supervisor

Last Name: BANEYX	First Name: FRANCOIS
Phone: +1 206 685-7659	Email: baneyx@u.washington.edu
Occupation/Position: CHAIRMAN AND CHARLES W.H. MATTHAEI PROFESSOR	Department: CHEMICAL ENGINEERING

Classification

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

Type of Incident

Injury Description: None,

Body Parts Affected: Hands, Wrists,

Cause of Injury or Damage: Chemicals,

Possible Causes

Equipment:

Environment:

Policies / Procedures:

Human Factors: Other,

Suggested corrective action by the affected party

Ensure no exposed skin between outer clothing and gloves when working with hazardous materials.

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.)

██████ was wearing safety glasses and gloves but no lab coat while dispensing acetic acid in a graduated cylinder under the hood. The cylinder tipped as the acid was being measured. ██████ action following the spill (extensive wash of affected area, clothing wash and subsequent spill neutralization) was appropriate and per SOP.

Recommendations/Preventive Measures:

██████ and all lab personnel have been reminded to wear a lab coat when working with chemicals.

Corrective Actions Target Date (yyyy/mm/dd):
2016/08/12

Corrective Actions Complete Date (yyyy/mm/dd):
2016/08/12

Other Comments:

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2016-08-112

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: CIVIL & ENVIR ENGR
Date Reported (yyyy/mm/dd): 2016/08/31	Time of Reporting: 02:48 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: CIVIL & ENVIR ENGR

Incident Details

Date of Incident (yyyy/mm/dd): 2016/08/22	Time of Incident: 12:30 PM	When Shift Begins: 10:00 AM
Campus: Seattle	Incident Location/Parking Lot: MORE HALL	
Room: 38	Other:	

Incident Details:

I was sitting on a safety step ladder trying to place a steel bolt into the bolt hole. the bolt was about 1 1/4" in diameter weight about 8 lbs. While directly reach down with both hands between my knees, holding the bolt inserting into the hole from below. I felt a sharp pain on my back. At the time I assumed that the pain will wear off, with some off the counter ibuprofen. And was able to come in to work the following day with pain. Yet on Saturday the pain was quite unbearable the I had to go to the emergency admission at St. Francis hospital in Federal Way.

Attachment: No

Supervisor

Last Name: BERMAN	First Name: JEFFREY
Phone: +1 206 616-3530	Email: jwberman@u.washington.edu
Occupation/Position: ASSOCIATE PROFESSOR	Department: CIVIL & ENVIR ENGR

Classification

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

Type of Incident

Injury Description: Pain, Irritation, Inflammation, Swelling, Sprain, Strain, Twist,
Body Parts Affected: Back,
Cause of Injury or Damage: Ergonomic Issues, Repetitive Motions, Awkward Posture,

Possible Causes

Equipment: Other,
Environment: Ergonomics Issues,

Policies / Procedures: **Other,**

Human Factors: **PPE Not Used,**

Suggested corrective action by the affected party

Provide the waist support, assisting proper posture while bending or lifting.

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):
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Other Comments:

EHS Review

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

University-Wide Health and Safety Committee Meeting Agenda

September 14, 2016

1:00 – 2:30 PM

Foege N130A

Regular Attendees:

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

Agenda Items	Persons Responsible	Process	Time
Call to Order	Leslie Anderson	Robert's Rules of Order	
Approval of Meeting Minutes	Leslie Anderson	Robert's Rules of Order	5 min
Safety Governance Task Force Update	Leslie Anderson	Discussion	5 min
Organizational Group Reports	Committee Members	Discussion	15 min
Union Reports	Union Representatives	Discussion	10 min
Ex-Officio Reports	Ex-Officio Members	Discussion	10 min
U-Wide Charter	Angie Haggard	Discussion	15 min
EH&S Reports	Emma Alder, Lab Safety Seminar Staff Updates	Discussion	10 min
Good of the order	Committee Members	Discussion	20 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

**University-Wide (U-Wide) Health and Safety Committee
Meeting Minutes**

August 10, 2016 1:00-2:30 pm
Foegen N130A

Elected Membership		Appointed Membership		Guests	
X	Leslie Anderson (1) Chair	X	Chad Cook (2)		
X	Ryan Hawkinson (1)	X	Paul Zuchowski (3)		
	Sterling Luke (2)		Melissa Banks (7)		
	Carol Harvey (4)	X	Nadia Khan (4)		
	Stephen Lundgren (5)	X	Liz Kindred (5) Co-Chair		
	Ron Maxell (6)	X	Sonia Honeydew (9)		
	Paul Miller (6)		David Zuckerman (10)		
X	Kelly Carter-Lynn (7)	X	Maggie Luning (6)		
	Betsy Brown (7)				
	Alex Volkman (8)				
	Meghan Fuhlman (8)				
X	Hannah Wilson (8)				
X	David Warren (10)				
X	Rick Gleason (Faculty Senate)				
Labor Union Representation		Ex Officio Membership		EH&S	
	Paula Lukaszek WFSE (Washington Federation of State Employees) Local 1488		Michelle Doiron Attorneys General Office	X	Katia Harb
	Vacant SEIU (Service Employees International Union) Local 1199		Tracey Mosier, Facilities Services	X	Emma Alder
	Vacant SEIU 925	X	Stacie Smith, Emergency Management	X	Doug Gallucci
	Vacant UAW (United Auto Workers) 4121	X	Jay Sedivy, Transportation Services	X	Angelina Haggard
		X	Chris Pennington, Facilities Services	X	Eleanor Wade
*X= Present at meeting					

Agenda

1. Call to Order
 2. Approval of Meeting Minutes
 3. Health & Safety Governance Task Force
 4. Organizational Group Reports
 5. Union Reports
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 8. Adjourn
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Recorded: by Angelina Haggard

1. **Call to Order:** Meeting was called to order at 1:02 PM by Leslie Anderson.
2. **Approval of Meeting Minutes:** There were no changes to the June or July meeting minutes and were approved as written.
3. **Health & Safety Governance Task Force:** The U-Wide committee discussed the questions posed by the Task Force on Health & Safety Governance. The U-Wide committees' feedback was provided to the task force.
 1. What does UW (University of Washington) do particularly well in preventing and responding to health and safety issues on campus?
 2. What could and should the UW do better? Please note specific recommendations.
 3. What impediments to you see to implementing these recommendations?
 4. What best practices from other institutions, or industry, are you aware of that UW could emulate?
4. **Organizational Group Reports**
 - a. **Group 1:** Leslie Anderson and Ryan Hawkinson reported Group 1 met earlier today. The group reviewed the Online Accident Reporting System (OARS) reports. Group 1 discussed possible Safety projects at the Provost's behest. One of the ideas discussed included creating emergency brochures for staff to easily reference during an emergency. The Information School brought a sample of their trifold emergency handout. There was interest to share this resource between the different units.
 - b. **Group 2:** Chad Cook reported Group 2 met on July 14th. Liz Cherry, their executive sponsor attended the meeting. They discussed OARS reports and reviewed the 2015 Accident Statistics. Group 2 was recognized for

being “health and safety champions” in the July 2016 message from Elizabeth Cherry for Finance & Facilities. She “... was very impressed with their methodical review of the reports of accidents and near-misses. They pay special attention to understanding the root causes of accidents and recommend actions to improve our work environments.”

- c. **Group 3:** Paul Zuchowski reported Group 3 met on July 20th. They reviewed OARS reports. It was announced that the Fire Safety & Evacuation Plan (FSEP) template is complete and available. Committee members were encouraged to provide feedback to the Health & Safety Governance Task Force. The committee also discussed a safety concern regarding a blind spot due to the A pillar in the Ford Transit Connect vehicles. The committee was going to communicate their concern to Transportation Services.
- d. **Group 4:** Nadia Khan reported that group 4 invited UW Police Chief Vincent to speak at the July meeting as a follow up to the incident that happened in the Health Sciences Building in May. The discussion focused on closing gaps regarding on-going emergencies. Health Sciences Administration was invited to take a role on the Crisis Communication Team. The University of Washington Police Department (UWPD) were encouraged to have a representative attend the U-Wide committee. The Facilities Services managers and director spoke at the June meeting about elevator and electrical outages. The subcommittee for Group 4 reviewed OARS reports for June and July.
- e. **Group 5:** Liz Kindred reported Group 5 reviewed the University of Washington Medical Center (UWMC) and Harborview Medical Center (HMC) reports. They implemented the “PSN (Patient Safety Net) of the month”. They discuss a PSN report that demonstrates the positive outcomes for reporting safety concerns – a good catch, the ripple effect of pro-activeness! The combined Blood borne Pathogen (BBP) exposure’s for 2015 were over 300 incidents. The group is discussing how to reduce needle stick/medical sharps incidents at both medical centers.
- f. **Group 6:** Maggie Luning reported Group 6 reviewed OARS reports and are making plans to reopen health & safety committee elections in September.
- g. **Group 7:** Kelly Carter-Lynn reported Group 7 reviewed OARS reports. The August meeting was cancelled. At the July meeting, Cham Kao reported on the active shooter response exercise with the Bothell Police Department (BPD), Bothell Fire Department and Woodinville. BPD was surprised how much they learned about the layout of the campus and clearing buildings. Faculty and staff had concerns about the realism of the exercise. Crisis situation training is currently being planned for faculty and staff. The CARE (Consultation, Assessment, Response, Education) team is also available for staff/faculty/students for these types of situations and was recently activated for the shootings in Mukilteo involving UW Bothell

students. The Seattle PEAT (Pre-Assessment Entry Team) has scheduled training in September. The UW Bothell CERT (Campus Emergency Response Team and EOC (Emergency Operations Center) in a box will participate in the training.

- h. **Group 8:** Hannah Wilson reported group 8 reviewed OARS reports. UW Tacoma is concerned with pedestrian safety and will meet with the City of Tacoma in September. They are reviewing the Floor Warden Program and will provide additional training for drills in the fall.
- i. **Group 9:** Sonia Honeydew reported Group 9 met on July 25. They reviewed OARS reports. Staci Smith was the guest speaker and presented on earthquake preparedness.
- j. **Group 10:** David Warren reported that group 10 met on July 18th and reviewed OARS reports. The Associate Dean of the College of the Environment compiled the college's feedback to the four questions asked by the Health and Safety Governance Task Force. There will be Comprehensive Wilderness Training in the fall; Bothell campus is interested in the training curriculum.
- k. **Faculty Senate:** Rick Gleason reported that OSHA (Occupational Safety and Health Administration) penalties increased by 78% and may be retroactive to November 2, 2015. Please ensure any OSHA violations are reported to safety committees.

5. Union Reports: No report.

6. Ex-Officio Reports

- a. Staci Smith reported the 2016 Great Shakeout Earthquake Drill on October 20th at 10:20 a.m. will allow employees an opportunity to practice "Drop, Cover, and Hold On" - stay tuned for more information.
- b. Jay Sedivy conducted safety observations at the intersection of Pend Oreille and Stevens Way for about 1 ½ hours. During this time he observed 34 University vehicles; of those observed 17 University vehicle drivers were not wearing their seat belts. He also observed cell phone use while operating a University vehicle. He shared his safety observations with the Facilities Services Management team. Jay also attended the Facilities Services shop meeting and emphasized the importance of wearing seatbelts and not using cell phones while operating University vehicles. Jay stated University drivers are ambassadors of the University. Jay is coordinating an enforcement initiative with Seattle Police Department/UWPD.

7. EH&S Reports

- a. **Accident Prevention Unit:** Angie Haggard suggested the U-Wide committee create a charter and standardize the agenda and meeting minute templates for the health and safety committees.
 - b. **Labor & Industries (L&I) Update:** On July 8th an Allergy & Infectious Disease employee was hospitalized as a result of a finger amputation due to improperly packaged sterile samples with dry ice. No L&I inspection has occurred.
- 8. Meeting Adjournment:** Leslie Anderson adjourned the meeting at 2:29 PM.