

Agenda – February 27, 2017
Group 9 Health and Safety Committee (College of Engineering)

1. Attending

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

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

2. Absent

Michael Glidden, DO

3. Previous Meeting Minutes

- January 2017 – approve?

4. Group Business

- Group 9 goals for 2017 (continue from last meeting)
 - HSP (APP) review – awaiting Emma’s template
 - EEOP/FSEP review – do we want to? Not required.
 - MyChem update checks – do we want to? Erin McKeown speaks at Mar mtg.
- Group 9 brainstormed ideas to foster a culture of safety at CoE
 - Keep reminding occupants of EAP location, and f/u evacs with review of protocol
 - Discuss safety first two minutes of every meeting/presentation
 - Top-down msging about value of safety (suggest above, what else?)
 - Top-down approval of dept’al enforcement of consequences for non-compliance? First define scope of problem – Review 2016 OARS reports today. Sonia can beta test LSI dashboard in April, but until then let’s have a conversation facilitated by an affected dept rep. Goal: Group 9 makes final recommendations to the Dean (Pedro could send or we could make brief presentation at Chair’s mtg or Admin mtg), Dean and AD endorse Group 9’s description of CoE best practices, goals, and expectations? Issue isn’t compliance dings, it’s follow-up; as a college we expect 100% compliance through follow-up. Don’t share PI level data, just departmental aggregates.
 - College-wide consistency in lab safety training
 1. Larger group meetings 1-2x/yr (dept or bldg) – scheduling challenge but valuable, and fosters interlab communications.
 2. One trainer/dept (for general training) – how address who pays them?
 3. Consistent checklists and protocols throughout dept/college (how diff than EH&S?)
 4. Dept/college safety training template online (how diff than EH&S?)
- Guest speakers: Karen Crow (EH&S website design) moved from Feb mtg to April mtg. Erin McKeown (MyChem) scheduled for March mtg. Inquiring with GIS group for May. Taking suggestions for rest of year. Chem spills speaker?
- Group 9 Charter
- Clarification from President Cauce and CoE HR regarding response to hateful flyers: UWPD and online Bias Incident report form and Rachel Spencer. If cleaning needed, FS or CS. If counseling needed, Safe Campus.
- CCW (campus chilled water) shutdown throughout March. Affected buildings contacted and comfort cooling using outside air should suffice.
- CSE2 water hookup shutdown affecting seven buildings at night means no functioning toilets – scheduling shutdown.

5. Department Incident Reports

- BioE – cut by blade when search microtome blade box (Oct)
- EE – burning sensation on face and forearms after working in cleanroom (Dec)
- ME – possible HF exposure through gloves but decided just wet gloves (Jan)

6. UW-Wide Meeting

- January minutes attached. Highlights:
 - UWPD input on response concerns
 - U-wide charter
 - New Bridge learning management system for Fleet Services
 - New electronic OSHA recordkeeping requirements
 - New EH&S section
- February agenda attached. Highlights:
 - Departmental safety plans include information about events. Someone at event should know locations of first aid and fire extinguishers. Please relay this info whenever an event happening.
 - Noted that when incidents happen at night, there are very few people in charge on campus. Most students are outside so out of luck when buildings lock down (like HUB did for Red Square incident). Lockdown decision made by each BC.
 - Feedback on Red Square shooting incident: most BC's do not have access to intercom (e.g. Paul at HUB), and there was no campus-wide anncmt over intercoms, just the necessarily brief info of UW Alert.
 - Karen Crow continues EH&S website redesign – finish end of SPR 2017. Top level navigation = "Popular Services", "I am/I need" (with 8-10 personas), "Training", all the program pages (e.g. BioSafety, Radiation Safety, "About EH&S". Always a "report a concern" button linking to a page that shows which group handles which issue, and a link to OARS or anonymous reporting (need to work on decision tree or routing mechanism). Link to improved Office of Research so researchers can see requirements sooner. Suggestion: plz show how EH&S fits into UW bureaucracy. Perhaps at Safety Portal Karen will have a map of all safety groups, and EH&S page link to that. (Side note: legacy organization chart has EH&S under Health Sciences Administration!)
 - Ellen Taylor developed online Bias Reporting form. Concerns that with multiple avenues to report (EH&S, Title 9, Bias form, UWPD), things may fall through cracks. Online bias form not linked to UWPD – you must call them separately to log incident.
 - Final draft of U-wide H&S Committee charter approved. Recommend each group customizes and adopts.
 - OSHA recordable incident rate ticked up this year from 7.9% to 9%.
 - OSHA 300 summaries distributed. Required post though end of April. If not a central bulletin board for building, each department post where everyone can see.

7. Department Updates

8. Next Meeting

- March 27th at **3pm**, in CSE 128.

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

Meeting Date: January 30, 2017

Attended

Fiona Spencer, AA

Colleen Irvin, BioE

J. Sean Yeung, CEE

Kameron Harmon, ChemE

Alex Lefort, CSE

Sonia Honeydew, DO

Karen Liebert, EE

Morgan Tubby, HCDE

Sheila Prusa, ISE

Tatyana Galenko, MSE

Bill Kuykendall, ME

Chris Adams, MoIES

Angie Haggard, EH&S

Absent

Michael Glidden, DO

Emma Alder, EH&S

Pop Quiz

- Accident reporting (oral quiz, with copies to take back to depts) and discussion on maintaining safety education and culture – ideas include:
 - Keep reminding occupants of EAP location
 - Discuss safety for two minutes at the beginning of each mtg or presentation
 - After each evacuation, follow-up email includes review of protocol
 - Quarterly or biannual lab safety training (combine labs?)

Previous Meeting Minutes

- November 2016 – approved with correction to attendance

Group Business

- Group 9 **goals for 2017**, in addition to continuing to review OARS reports, include:
 - Reviewing Health and Safety plans (aka Accident Prevention Plans); per APS 10.11 this is our responsibility. Emma is rewriting the APP template (for offices first), so we'll follow that progress.

DRAFT Meeting Minutes

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

- Interestingly, APS 10.11 does not list reviewing EEOPs/FSEPs or checking that MyChem is current as HSC responsibilities, but we can pursue those goals if we wish. RE: MyChem
 - It is a clunky system that takes lots of person-hours to maintain
 - Sean shares best practice – his dept maintains sep system and imports into MyChem 1x/yr
 - Some members need access permission from the Dean?
 - Do emergency responders really use MyChem? *Sonia later asked EH&S, and yes SFD uses MyChem to determine chemical load in a room before deciding how to respond to a fire there.*
- Brainstormed ideas for how Group 9 can **foster culture of safety**:
 - Should we check whether GeoSIMS is updated? Only if emergency responders really use GeoSIMS. *Sonia later called EH&S and learned that no, emergency responders do not directly use GeoSIMS maps.*
 - Some kind of top-down CoE messaging about value of safety. Also Admins together might influence culture of safety with Chairs.
 - Some kind of top-down CoE messaging about enforcement of consequences for non-compliance with lab/shop/fire safety surveys. We consider this because EH&S lacks enforcement power and compliance levels are inconsistent across the college. Consequences for PI might include losing departmental admin support (grant \$). At least the Dean could say dept admins would not get in trouble for choosing to enforce a specific consequence like that. BC might help monitor compliance and correction. *Later determined first step: define scope and depth of problem.*
 - College-wide consistency on lab safety training. Chris mentions MoES best practice is meetings 2x/yr with all lab safety managers together so all hearing the same thing. At least one annual meeting where everyone gets the same information, or one trainer, per department? Everyone use the same checklists and protocols. One online departmental safety training template.

Incident Reports

- BioE – cut by blade when search microtome blade box (Oct). At SLU. Not sure why rummaging in blade box – problem with blade dispenser? Colleen will f/u for Feb.
- CSE – student cut finger with blade while preparing poster (Nov). Uncommon procedures. No plan to change tools but remind people to prepare for events earlier so not in a rush. There is an appropriate workspace for this process.

DRAFT Meeting Minutes

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

- BioE – exposure to 3D printer resin (Nov). This lab is very active, and had already proactively consulted with EH&S for best practices, but the combination went through the recommended barrier. Changed protocol again. Group comment: EH&S advice on *filament* maker printers missed the point; the danger is the *resin* industrial printers. Group questions: can this manipulation be done with other tools than hands? Let's see how well manipulation can be done with thicker gloves.
- CEE – explosion in furnace, no witness or injury (Dec). Resolved questions. Will make reminder poster about evaporating solvent before placing in oven.
- AA – heart attack, collapse, CPR, defibrillator, SFD arrived (Dec). Follow-up work in progress to improve preparedness for such events. MEB will add defibs on every floor and Wanda wants for AA (much easier to get defibs as they've advanced so EH&S rules loosened; easy instructions on readout/by recorded voice, \$1200-1500 each; there is a vendor form on e-procurement). Group suggestion: an online map of defib locations. New employee orientation should include defib locations. Note: there are counseling resources for people who have had to use them.
- EE – burning sensation on face/forearms (Dec). At Fluke. Discuss at February mtg.
- MoIES – hazmat splash to eyes, flushed 15 minutes, taken to ER by EMS (Dec). Was BioChem (SoM dept) folks in MoIES – we still review briefly, and Group 4 will cover in more depth. Not trained to use syringe; institute lead working with PI directly. Lab just had lab safety survey; discovered lab had no SOPs or PPE protocol and very limited PPE training. Called EMS because very dangerous solution; student fully recovered.

UW-Wide Meeting

- Nov and Dec minutes attached.
- January highlights not reviewed (lack of time) so saved for February mtg

Department Updates

- ME: two incidents involving fire: (1) smelled something Sunday but couldn't find any fire, (2) composites autoclave (pressure vessel) had exothermic fire that charred everything inside... contained, cooled, didn't damage machine but still cleaning it. Cause was new resin material – bagging system failed so resin pooled in liquid state and burst into hot smoldering mess. Will implement more controls to monitor curing (attach thermos couples).

Next Meeting

- February 27th at 3pm, CSE 128



University of Washington Accident / Incident Report

Report Number: 2016-10-048

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: LUO	First Name: PING
Phone: +1 206 616-4567	Email: pingluo@u.washington.edu
Occupation/Position: RESEARCH SCIENTIST	Department: BIOENGINEERING
Date Reported (yyyy/mm/dd): 2016/10/14	Time of Reporting: 02:56 PM

Person Involved or Affected

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

Incident Details

Date of Incident (yyyy/mm/dd): 2016/10/14	Time of Incident: 11:45 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot:	
Room:	Other: UW South Lake Union, Brotman Building Room 419	

Incident Details:
 Cut by blade when search the microtome blade box.
 Attachment: No

Supervisor

Last Name: LUO	First Name: PING
Phone: +1 206 616-4567	Email: pingluo@u.washington.edu
Occupation/Position: RESEARCH SCIENTIST	Department: BIOENGINEERING

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: Other,

Suggested corrective action by the affected party

Do not leave half draw blade on the box

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.)

All microtome blade are secured in the box. Push handle to draw one blade at a time. Somehow there is one half draw blade left on the box.

Recommendations/Preventive Measures:

We will send out email to whole lab and address the issue during lab meeting

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

2016/10/14

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

2016/10/14

Other Comments:

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2016-12-067

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: ██████████	First Name: █████
Phone: ██████████	Email: ████████████████████
Occupation/Position: AFFILATE	Department: Unspecified
Date Reported (yyyy/mm/dd): 2016/12/20	Time of Reporting: 09:58 AM

Person Involved or Affected

Last Name: ██████████	First Name: █████
Phone: ██████████	Email: ████████████████████
Occupation/Position: AFFILATE	Department: Unspecified

Incident Details

Date of Incident (yyyy/mm/dd): 2016/12/16	Time of Incident: 9:00 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: FLUKE HALL	
Room: 135	Other:	

Incident Details:

Was working in cleanroom. In full gown. Experienced burning sensation on face. Left cleanroom, washed face for 5 min. Returned to cleanroom, new gown. 20 min later started feeling burning again. Left and washed face again. Came back and started again after another 20 min. No other in the immediate vicinity. Two others in adjacent rooms. Reported to Khbeis, Lab Director via email at 1230pm. On the way to permanent workplace started burning again. Washed again and experienced burning at 330 now in throat, but was battling a cold - so not sure if related. Washed and moisturized again. Mostly irritated. That night, both forearms started having burning sensation. Face sensitive to touch. Did not seek medical treatment. On Saturday, still had symptoms on cheek, red and sensitive to touch. Appearance of large hive-like (reddish bumps). Sunday morning symptoms subsided.

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 or Exposure, no first aid required,

Type of Incident

Injury Description: **Allergy, Sensitivity Reaction,**

Body Parts Affected: **Face, Arms,**

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

Possible Causes

Equipment: **Other,**

Environment:

Policies / Procedures:

Human Factors:

Suggested corrective action by the affected party

Unknown root cause

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.)

Root cause for this are inconclusive. The space had some openings to the construction zone that were created during demo work. Possible irritants from construction environment; however, no construction personnel reported experiencing similar conditions. Possibly sensitization to cleanroom garment cleaning agents; however, the garment service said this was unlikely due to rinsing with DI water. [REDACTED] has worn these garments for prolonged periods preceding this incident without issue. Process Equipment in the vicinity is operating properly; however, air filter (HEPA) units are not completely flowing, resulting in stagnant air.

Recommendations/Preventive Measures:

We had the contractors close the gaps created by demo work. "Sealed" with plastic sheeting. Added some filter fan units to help with airflow.

Corrective Actions Target Date (yyyy/mm/dd):
2016/12/28

Corrective Actions Complete Date (yyyy/mm/dd):
2016/12/28

Other Comments:

Will re-open if issues reemerge; however, no other people have experienced similar issues.

EHS Review

Last Name: HAGGARD	First Name: ANGELINA M	Phone Number: +1 206 616-3442	Email: ahaggard@uw.edu
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Occupation/Position:

Department:

Comments: 12/20/16 forwarded to Phil N. and EmpHealth amh

Accident Summary Report

HSC 9

1/1/2017 to 1/31/2017

<i>Case#</i>	<i>Org Name</i>	<i>Employee Activity</i>	<i>Root Cause</i>	<i>Supervisor Corrective Action</i>
2017-01-027	MECHANICAL ENGINEERING	I was working in WNF clean room. After i cleaned a measuring cup used for HF, I found my double nitrile gloves are wet. I was wearing one of those orange gloves outside. These shared gloves are old and also only has size 8 or larger. So I was worried that the gloves are leaky and I might be exposed to HF. For sake of safety, I went emergency that night and I'm fine now. Later I feel it's probably just that somebody made the inside of the glove wet with water. But still this is worth being reported to WNF staff so that you may want to make some policy about how people should handle the gloves.	Shared user environment. Not everyone seems to follow protocols and procedures.	ALL USERS are trained in PPE and wet bench operations. Recently, ALL USERS accessing this space had to go through a refresher training. The policy regarding use of PPE gloves is to rinse and thoroughly dry them when donning and immediately before doffing them. Someone clearly either had their nitrile gloves wet when donning OR somehow sprayed some water into the gloves OR could have been some sweat condensing inside the gloves (most likely scenario). We have sourced smaller sizes including size 6 and 7 gloves and provided those to the user base. Will need to increase policing activities regarding working in wet processing and ensure users are working as trained.



University of Washington Accident / Incident Report

Report Number: 2017-01-027

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: GRADUATE RESEARCH STUDENT ASSISTANT	Department: MECHANICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2017/01/10	Time of Reporting: 10:47 AM

Person Involved or Affected

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

Incident Details

Date of Incident (yyyy/mm/dd): 2016/12/27	Time of Incident: 4:30 PM	When Shift Begins: 4:00 PM
Campus: Seattle	Incident Location/Parking Lot: FLUKE HALL	
Room: 115	Other:	

Incident Details:

I was working in WNF clean room. After i cleaned a measuring cup used for HF, I found my double nitrile gloves are wet. I was wearing one of those orange gloves outside. These shared gloves are old and also only has size 8 or larger. So I was worried that the gloves are leaky and I might be exposed to HF. For sake of safety, I went emergency that night and I'm fine now. Later I feel it's probably just that somebody made the inside of the glove wet with water. But still this is worth being reported to WNF staff so that you may want to make some policy about how people should handle the gloves.

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

Type of Incident

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

Possible Causes

Equipment: Improper Equipment,
 Environment: Chemicals,
 Policies / Procedures: Failure to Follow Procedures,

Human Factors: Inadequate, Improper PPE, Failure to Follow Established Protocol/Procedures,

Suggested corrective action by the affected party

Inform people that gloves should be dried completely after use

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.)

Shared user environment. Not everyone seems to follow protocols and procedures.

Recommendations/Preventive Measures:

ALL USERS are trained in PPE and wet bench operations. Recently, ALL USERS accessing this space had to go through a refresher training. The policy regarding use of PPE gloves is to rinse and thoroughly dry them when donning and immediately before doffing them. Someone clearly either had their nitrile gloves wet when donning OR somehow sprayed some water into the gloves OR could have been some sweat condensing inside the gloves (most likely scenario). We have sourced smaller sizes including size 6 and 7 gloves and provided those to the user base. Will need to increase policing activities regarding working in wet processing and ensure users are working as trained.

Corrective Actions Target Date (yyyy/mm/dd):
2017/01/10

Corrective Actions Complete Date (yyyy/mm/dd):
2017/01/10

Other Comments:

Smaller gloves were already ordered and placed in the cleanroom as a result of this near miss. Resolving for the formal record. Duane Irish discussed the events after they were initially reported.

EHS Review

Last Name: **KUNSMAN**

First Name: **ROBYN M**

Phone Number: **+1 206 221-1759**

Email: **rkunsman@uw.edu**

Occupation/Position:

Department:

Comments: **Forwarded to Mark Murray on 1/31 - Robyn Kunsman**

University-Wide (U-Wide) Health and Safety Committee
January 11, 2017 Meeting Minutes
1:00-2:30 pm Foege N130A

Agenda

1. Call to Order
 2. Approval of Meeting Minutes
 3. UWPD Input on Response Concerns
 4. U-Wide Charter
 5. Organizational Group Reports
 6. Union Reports
 7. Ex-Officio Reports
 8. Environmental Health & Safety (EH&S) Updates
 9. Adjournment
-

Recorded: by Robyn Kunsman

1. **Call to Order:** The meeting was called to order at 1:05 PM by Leslie Anderson.
2. **Approval of Meeting Minutes:** The following corrections were made to the December Minutes: Group 1, "Provost" misspelling; Group 7, "They secured a budget for their committee *which will result* in additional stop signs, improved walkways and improved office lighting." The December Minutes were approved as corrected.
3. **UWPD Input on Response Concerns:** Officer Jaross was briefed by Chief Vinson before attending the meeting. Leslie Anderson brought up issues regarding dispatch response and response guidelines around transients on campus. Kelly Carter-Lynn, Colleen Irvin, Ryan Hawkinson, Jude Van Buren, and Ron Fouty also added concerns.

Officer Jaross stated to leave the situation and call UWPD. He requested specific dates/times of dispatch incidents so that UWPD can look into a potential internal issue. If issue persists, callers are to tell dispatch to send an officer and/or to ask to speak with a supervisor. UW is an open campus with hours posted, meaning that anyone is allowed during open hours (includes napping in buildings). UWPD should be called if transients are found in obscure parts of buildings. Officers are posted in zones on campus to promote familiarity. They undergo Crisis In Training (CIT). Officer Jaross said to keep reporting concerns, keep your eyes open, be educated, and educate students around you.

4. **U-Wide Draft Charter Discussion:** Emma Corell discussed updates to the draft: responsibilities; clarified attendance policy; agenda setting; guests (invited only by committee members); frequency/length (governed by Robert's Rules); web page live links; and, what constitutes a quorum. Additions will be made in regards to updating the charter every two years or as needed due to significant change. The latest draft will be sent out by the end of week; Voting will take place at the February U-Wide meeting. The charter will be added to the U-Wide page of the EH&S website once finalized.

5. Organizational Group Reports

- a. **Group 1:** Leslie and Ryan reported that Group 1 met earlier today. The group reviewed the Online Accident Reporting System (OARS) reports. Chief Vincent joined to discuss and take recommendations regarding UWPD response and transient issues brought up at the December meeting. Carmen Parisi in the Information School provided emergency information packets she created as an example to the group. The group is working on figuring out how to replicate a phone tree linked to a safety portal of emergency procedures.
- b. **Group 2:** Chad Cook stated Group 2 has not met yet.
- c. **Group 3:** Paul Zuchowski reported that Group 3 met and reviewed OARS reports. They followed up on previous reports and discussed charter. He reminded members the new Fire Safety Evacuation Plan (FSEP) template is available to update their respective plans. The group had a conversation about evacuation areas, noting that the tunnel under the North Hall lawn is having water issues.
- d. **Group 4:** Carol Harvey reported that the Group 4 subcommittee reviewed OARS reports. The group is encouraging all to take photos of areas noted in these reports in order to specify the location. Topics for 2017 will include training videos, PPE in public spaces, and earthquake procedures.
- e. **Group 5:** Liz Kindred stressed the importance of everyone receiving their annual flu shot.
- f. **Group 6:** Maggie Luning reported that Group 6 met and reviewed OARS reports. They discussed U-Wide attendance policy, Tent City 3, and UWPD response (notably: requesting civilian-attire officers to be present for de-escalation).
- g. **Group 7:** Kelly reported that Group 7 reviewed OARS reports. They are waiting for the full team to discuss how to spend their \$5,000 budget. Angie Haggard also gave information about the budget being spent by June on a proposed AED (especially for Housing and Food Services) and a shakeout trailer. They are focused on getting staff trained in First Aid/CPR. They also have a newly commissioned Bothell Police Department officer.
- h. **Group 8:** Hannah Wilson reported that Group 8 has not met yet.
- i. **Group 9:** Colleen Irvin reported that Group 9 has not met yet.
- j. **Group 10:** Angie Haggard reported that Group 10 reviewed OARS reports and gave a U-Wide update. The group is interested in the same “pocket plan” project as Group 1, and the two groups were put in touch.

6. Union & Faculty Senate Reports: No updates were reported.

7. Ex-Officio Reports:

Ron reported on the safety statistics within Capital Planning and Development.

Stacie Smith introduced a new hire: Elizabeth King, Plans, Training, & Exercise Manager, Emergency Management. Elizabeth encouraged committee members to review their CPE. Stacie also noted that they are updating their website for better training use and tracking.

Rick Gleason reported a 5% reduction in the cost of UW worker's compensation.

8. Environmental Health & Safety Updates:

Jay Sedivy discussed Bridge driver safety and awareness training. He asked members to let others know that the reminder and refresher emails are legitimate, and reminded everyone that the course refresher is every two years.

Chris Pennington, Tracey Mosier, and Barb Brown reviewed the Comprehensive Emergency Management Plan (CEMP) plan.

Emma discussed current and upcoming OSHA record keeping requirements. She noted that summaries need to be posted and uploaded electronically to OSHA by July 1 beginning this year. Form 301, log, and summary need to be uploaded by March 2 beginning in 2018. Missing required fields not previously required (such as hire date and DOB) will also now be needed. Forms of incidents will be made public by OSHA to improve accuracy of information and provide transparency. What specific fields will be made public are still unknown.

Emma introduced a new EH&S section department, Occupational Safety and Health (OSH). Jude Van Buren introduced the OSH Assistant Director, Denise Bender (not present). OSH will focus on Prevention (Accident Prevention Program), Health and Safety Committees, L&I claims, the EH&S Training Program, etc.

Rick made a motion to have someone from the Transportation Services Committee represented in U-Wide after a suggestion made to the group by Emma. The motion was passed. Jay will be ex-officio from Transportation Services to speak about vehicular and fleet safety.

Jude mentioned the Assessing Biological and Chemical Risks in the Workplace conference on February 16, and asked for those interested to RSVP.

The U-Wide election process will start in August.

9. Adjournment: Leslie adjourned the meeting at 2:20 PM.

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

February 8, 2017

1:00 – 2:30 PM

William H. Foege Bldg. N-130A

Regular Attendees:

- 2016-2017 University-Wide Health and Safety Committee Members
(<http://www.ehs.washington.edu/ohssa/com/groups.shtm>)
- EH&S Staff : Jude Van Buren, Denise Bender, Emma Corell, Angie Haggard

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
Presentation	EH&S Website – Karen Crow	Discussion	25 min
U-Wide Charter	Committee Members	Discussion	5 min
Organizational Group Reports	Committee Members	Discussion	20 min
Union Reports	Union Representatives	Discussion	5 min
Ex-Officio Reports	Ex-Officio Members	Discussion	10 min
EH&S Updates	Emma Corell: 2016 OSHA 300A Summaries	Discussion	10 min
Good of the Order	Committee Members	Discussion	10 min
Adjourn	Leslie Anderson	Robert's Rules of Order	