

**Agenda – June 4, 2018 – belated May meeting
Group 9 (College of Engineering) Health and Safety Committee**

1. Attending

Fiona Spencer or Eliot George, AA
Colleen Irvin, BioE
Sean Yeung, CEE
Michael Pomfret, CEI
Kameron Harmon, ChemE
S. Honeydew or M. Glidden, CoE DO
Tracy Erbeck or Sophie Ostlund, CSE
John Young, EE

Angie Haggard, EH&S
Stacia Green, HCDE
Sheila Prusa, ISE
Bill Kuykendall, ME
Chris Adams, MoES/NanoES
Tatyana Galenko, MSE
Michael Khbeis, WNF

2. Guest Speaker: Officer Dahmar Smiles, Community Engagement, UWPD – de-escalation training

3. Previous Meeting Minutes

- April 2018 – approve? Corrections?
- Previous meeting minutes are posted at <https://www.engr.washington.edu/mycoe/safety#>

4. Department Incident Reports

- CEE – cut finger while scraping metal plate (Jan)
- MSE – hydrogen peroxide burn (Apr)

5. Group Business

- Required biennium review of departmental APPs – we’ve done two so far
- UWPD’s building safety task force update
- FS BC Guiding Coalition update
- Spread the word about the anonymous “report a concern” button at the top of EH&S page

6. UW-Wide Meeting

- Apr minutes attached
- May agenda attached. Highlights: Worker Memorial Day update; change “area of refuge” to “area of rescue” because few places on campus qualify as area of refuge; UWEM has list of vendors that offer discounts on emergency preparedness materials.

7. Department Updates

Next Meeting

June 25th at 3pm, in Loew 355

Scheduled guest speaker: UWEM Megan Levy, on Husky Ready business continuity planning

DRAFT Meeting Minutes

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

Meeting Date: Apr 30, 2018

Attended (100%)

Fiona Spencer, AA

Colleen Irvin, BioE

J. Sean Yeung, CEE

Michael Pomfret, CEI

Kameron Harmon, ChemE

Sophie Ostlund for Tracy Erbeck, CSE

Sonia Honeydew, DO

John Young, EE

Angie Haggard, EH&S

Stacia Green, HCDE

Sheila Prusa, ISE

Bill Kuykendall, ME

Chris Adams, MoIES/NanoES

Tatyana Galenko, MSE

Michael Khbeis, WNF

Previous Meeting Minutes

- March 2018 – draft approved
- Previous meeting minutes are at: <https://www.engr.washington.edu/mycoe/safety#>

Incident Reports

- CEE – cut finger while scraping metal plate (Jan). Carry to May; awaiting more info.
- EE in Fluke/WNF – acetone poured into EKC photoresist remover bath (Feb). Solvent; had to create new waste stream report.
- AA in Guggenheim – fumes throughout first floor from spray painting in loading bay (Feb). FS cannot share spray booth. Dept still only buying a spray booth for students, not research use. AA dept asked contacts at Art School and/or Drama dept about sharing for research use. Ductless spray booths are not expensive. ME's (with a fan and bunch of diffusion filters) was about \$5k... need tabletop, and it could be indoors. AA could use a small one – recommend buy own, or maybe ME and AA depts could create a shared solution. Angie have Denise of EH&S follow up because EH&S closed OARS rpt.
- AA in AERB – unidentified haze throughout several floors (Feb). Phenomenon recurred once since OARS incident. EH&S followed up (suspects lime deposits in ventilation system line), and in doing so noticed the need for asbestos mitigation (hot mastic in damaged floor tiles) and lab-run wires between floors. EH&S following up on all.

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

- ME – while grinding sample, cut finger on sharp edges; got stitches (Mar). Sample on polishing wheel became unsecured but still stuck to wheel. Student tried to grab spinning sample. This has never happened before. Changed protocol to wear cut-resistant gloves (Kevlar) during this process, to protect from future incidents.
- EE – tripped and fell outside; umbrella handle jabbed ribs (Mar). Misstepped, fell to grass beside sidewalk, day off to see doctor, 100% recovered.

Group Business

- Group review of department-specific Accident Prevention Plans:
 - perhaps HCDE APP in May, as their dept occupies office space, with the exception of one makerspace. Stacia ask Emma if adding that makerspace Lab Safety Manual as an addendum to UW core APP is sufficient.
 - CoE IT or CoE WebHelp may help depts (e.g. ISE) post link to UW core APP on their departmental page. Add link to lab safety manual(s) or indicate where they can be found.
 - Does this committee recommend additions to core APP on personal sharps, UW vehicle accident protocol, or bike accident protocol? Public knowledge SOPs and know hazards. May need inward-facing info like “here’s where we keep the explosives”.
- UWPD’s full building safety task force hasn’t met again yet, only subcommittee work – reviewing policy, police trespasses, looking for consistent info and to share info on trespassing between BCs. Ideas = Share security camera images? Consistent signage across buildings? Campus-wide code of conduct? Culture of safety across campus?
- FS BC quarterly forum Thursday 5/3 (will address BC Guiding Coalition)
- New HR training video across UW: “[Preventing Sex Discrimination and Sexual Harassment in the Work Environment](#)”. Video is 32 minutes long. Email your supervisor after you watch it.
- 2017 OARS stats for Group 9 reviewed – no significant trends/changes in causes/injuries. Only one more incident than the year before. Very nice summary report by Angie.

UW-Wide Meeting

- March minutes in packet.
- April agenda attached. Highlights:
 - U-wide 2017 OARS statistics review

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

- Remember that end goal is root cause analysis
 - At end of 2016 stopped importing UWMC records into OARS. UWMC employees 25% of UW FTEs but constitute 70% of incident reports, so separated them out. Without UWMC, look at 30% or 1100 incidents. Of those, 9% students, 5% public, 86% employees. Without UWMC, 83% of employee incidents result in an injury. The “near miss” category increased to 5%, which is good reporting.
 - Top ten types account for 93% of injuries. 41% alone are sprains and cuts.
 - Top ten causes of injuries... 37% of those are top two (ergonomic injuries and slips/trips/falls).
 - An OSHA recordable incident involves medical treatment beyond first aid, loss of consciousness or death, a day away from work or restricted duty, or a “significant injury or illness” per doctor. Only 30% of incidents are OSHA recordable (about 300 resulted in days away from work). Top five OSHA recordable injuries were sprain/strain/twist (increasing), biohazard exposure (increasing), pain/inflammation (decreasing), cut (decreasing), and fracture (increasing). Fractures are new to the top five, so the severity of slips/trips/falls has increased... no common theme – indoors/outdoors, all body parts – so generally people are distracted, rushing, maybe improper footwear.
 - OSHA recordable incidence rate at UW (w/o UWMC) 1.3 per 100. UW has a lower rate than similar organizations, and is consistent. The CoE rate is 0.6.
- Group 2: if problems with bikeshare programs on campus (which now include electric bikes), call the vendor or Elizabeth Bastian at Transportation Services. FYI they will allow electric bikes on the Burke Gilman.
 - Group 4: when a coworker is injured, you do not transport them yourself unless medics say it’s OK.
 - Group 5 (UWMC): Our OSHA recordable incidence rate of 7.3 is normal for industry.
 - Group 10: Emma says EH&S page has new section on personal sharps disposal, and EH&S has discussed elevating this to a bigger project (to get more disposal locations on campus).
 - UWEM continues to prepare for Special Olympics. Volunteering strongly encouraged.

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

Department Updates

- BioE – cleaning up building/grounds for 50th anniversary dept celebration 5/21-22. Difficult with no budget for painting/cleaning.
- ChemE – elevator problems
- ISE – found hate speech poster on bulletin board in stairwell. Be vigilant. CoE protocol posted [here](#).
- EE – recently had hate speech graffiti.
- MSE – big TV stolen from Roberts Hall admin lobby over weekend. Building should have been closed... checking on key distribution.
- MoIES/NanoES – changed format of all-Lab Manager lab safety meetings from twice yearly to four times a year. Tracy Harvey was guest speaker re: shared lab space.
- HCDE – evacuation alarm Thursday at 1:30pm at Sieg; Evacuation Wardens performed well, but classes were in session and while staff evacuated promptly, students were hesitant – had to be told it was not a drill! Cause: elevator stopped working, motor seized and smoking, worker pulled alarm. Lessons learned: egress monitors and alternates were gone so need third layer of redundancy for that role and EWs. Two egresses can be watched by one person. Evacuation wardens could not access some labs. Luckily PhD student who uses a wheelchair was on the 1st floor, but this incident made the dept think about areas of refuge in Sieg. Diana Zumba of EH&S can help determine areas of refuge. If elevators are shut down for extended periods, contact Disability Services Office for assistance with accommodations.

Next Meeting

- Note that due to holiday 5/28, our May meeting will be June 4th 2018 at 3pm, in Loew 355 (guest speaker Officer Dahmar Smiles, UWPD de-escalation training)



University of Washington Accident / Incident Report

Report Number: 2018-01-004

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: Haggard	First Name: Angelina
Phone: +1 206 616-3442	Email: ahaggard@uw.edu
Occupation/Position: ACCIDENT REPORTING SYSTEM ADMINISTRATOR	Department: HSA: ENV Health & Safety: Occupational Safety & Health - Accident Prevention
Date Reported (yyyy/mm/dd): 2018/01/02	Time of Reporting: 10:47 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: injury@u.washington.edu
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: Civil and Environmental Engineering-Stanton Lab JM Student
Person was in Paid Position: Yes	

Incident Details

Date of Incident (yyyy/mm/dd): 2017/11/10	Time of Incident: 6:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot:	
Room:	Other: Civil Eng Lab	

Incident Details:
taken from LnI Report of Accident " left index finger cut while cutting scraping metal plate"
Attachment: **No**

Supervisor

Last Name: Stanton	First Name: John
Phone: +1 206 543-6057	Email: stanton@uw.edu
Occupation/Position: PROFESSOR	Department: ENG: Civil and Environmental 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: **Tools, Instruments,**

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.)			
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 of Washington Accident / Incident Report

Report Number: 2018-04-106

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: Neale	First Name: Zachary
Phone: +1 206 403-6949	Email: zgneale@uw.edu
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: Materials Science and Engineering-Cao Lab JM Student
Date Reported (yyyy/mm/dd): 2018/04/30	Time of Reporting: 05:17 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email:
Occupation/Position: Undergraduate Student	Department:
Person was in Paid Position: No	

Incident Details

Date of Incident (yyyy/mm/dd): 2018/04/30	Time of Incident: 2:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: ROBERTS HALL	
Room: 214	Other:	

Incident Details:

Today a lab member suffered from an unknown chemical burn on their hand and brought it to my attention. It is uncertain exactly where and how the lab member was exposed to such a chemical that inflicted superficial damage to their hand.

The lab member was only in Roberts 214 lab for several minutes to transfer a sample in a sealed container from the freezer to the fume hood. The lab member also opened the drying oven with the affected hand. The lab member was not wearing gloves for these two tasks. The lab member noticed the marks on their hand soon after leaving the lab, washed their hands thoroughly with soap and water, then came to find me.

The chemical burn resulted in a white discoloration in the skin, and had a residual vinegar smell. The member does not report any pain or irritation in the affected area at this time. The white discoloration most resembles a hydrogen peroxide burn. It has been reported that hydrogen peroxide may react with bodily oils to produce the vinegar smell. From this I am most certain the burn was caused by concentrated hydrogen peroxide.

There is a bottle of hydrogen peroxide (30%) on its side on the shelf directly above where the lab member's sample was stored. It is possible that hydrogen peroxide leaked out of the bottle on its side and landed onto the sample container below.

The cause of this accident was improper storage of a hazardous chemical (hydrogen peroxide). The secondary cause is that the lab member did not wear gloves when transferring their sample to the fume hood, however their sample container should have been safe to touch with no gloves.

A solution to prevent this accident from repeating is to properly store chemicals in the freezer. The hydrogen peroxide has been moved to an upright position and the surrounding containers have been wiped down in case of any other contamination.

Attachment: **Yes**

Supervisor

Last Name: Neale	First Name: Zachary
Phone: +1 206 403-6949	Email: zgneale@uw.edu
Occupation/Position: RESEARCH ASSISTANT (E S UAW)	Department: ENG: Materials Science and Engineering-

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

ASE)		Cao Lab JM Student	
Classification			
Level 1: Injury or Exposure, no first aid required,			
Type of Incident			
Injury Description: Burn (Thermal, Chemical, Electrical),			
Body Parts Affected: Hands, Wrists,			
Cause of Injury or Damage: Chemicals,			
Possible Causes			
Equipment:			
Environment: Chemicals, Poor Housekeeping,			
Policies / Procedures: Failure to Follow Procedures,			
Human Factors: PPE Not Used, Failure to Follow Established Protocol/Procedures,			
Suggested corrective action by the affected party			
Freezer was cluttered and had hydrogen peroxide improperly stored on its side. User was not wearing gloves. An e-mail has already been sent to the group to remind members of proper chemical storage and wearing PPE. The improperly stored chemicals have already been moved.			
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.) Improper storage of hydrogen peroxide in freezer. The chemical was stored on its side such that the contents were in contact with the lid of the container. The affected member was not wearing gloves when moving their sample from the freezer to the fume hood, however the sample container should have been safe to touch without gloves.			
Recommendations/Preventive Measures: Full lab inspection of other chemical storage areas to make sure chemicals are properly stored according to their SOPs/SDSs.			
Corrective Actions Target Date (yyyy/mm/dd): 2018/05/04		Corrective Actions Complete Date (yyyy/mm/dd):	
Other Comments:			
EHS Review			
Last Name: Haggard	First Name: Angelina M	Phone Number: +1 206 616-3442	Email: ahaggard@uw.edu
Occupation/Position:		Department:	
Comments: 5/1/18 forwarded to Mark Murray, Tracy Harvey			





U-WIDE HEALTH AND SAFETY COMMITTEE

April 11, 2018 Meeting Minutes | 1-2:30 PM; Foege N130A

	Elected Members (Group)		Appointed Members (Group)		EH&S Staff
x	Leslie Anderson (1) Chair	x	Paul Zuchowski (3)		Jude Van Buren
x	Ryan Hawkinson (1)	x	Beth Hammermeister (4)		Denise Bender
	Sterling Luke (2)		Liz Kindred (5)	x	Emma Corell
	Michelle Mazzei (2)	x	Sonia Honeydew (9)	x	Angelina Haggard
x	Tal Lev (3)	x	David Zuckerman (10)	x	Robyn Kunsman
x	Carol Harvey (4)	x	Nicole Sanderson (7)		
x	Ann Auman (5)				
	Maggie Luning (6)				
x	Beth Ramage (6)				
	Kelly Carter-Lynn (7)				Guests
	David Hirschberg (8)				
x	Hannah Wilson (8)				
x	Kameron Harmon (9)				
	David Warren (10)				
x	Rick Gleason (Faculty Senate)				
	Labor Union Representation		Ex-Officio Members		Ex-Officio Members
x	Paula Lukaszek, WFSE Local 1488	x	Tracey Mosier, Facilities Services		Vacant, Attorney General's Office
	Vacant, SEIU Local 925	x	Chris Pennington, Facilities Services		Chief John Vinson, UWPD
	Taylor Stepien, Graduate & Professional Student Senate (GPSS), UAW 4121	x	Steve Charvat, Emergency Management	x	Jay Sedivy, Transportation Services
	Vacant, SEIU Local 1199		Stacie Louviere, Emergency Management		Vacant, Risk Management
			Eli King, Emergency Management		Vacant, Capital Planning & Development
			Megan Levy, Emergency Management		
*x= Present at meeting					

Agenda

1. **Call to Order and Introductions**
2. **Approve March Meeting Minutes**
3. **2017 OARS Statistics**
4. **Environmental Health & Safety (EH&S) Reports**
5. **Organizational Group Reports**
6. **UW Building Security Task Force Meeting Update**
7. **Ex-Officio Reports**
8. **Adjourn**

Recorded by Robyn Kunsman.

1. **Call to Order and Introductions:** The meeting was called to order at 1:04 PM by Leslie Anderson.
2. **Approve March Meeting Minutes:** The March minutes were approved as amended.
3. **2017 OARS Statistics:** Angie Haggard of EH&S gave a presentation of the 2017 Injury Statistics Packet for the University.
4. **Environmental Health & Safety (EH&S) Reports:** L&I updates regarding Capital Planning & Development inspections and a UW Medical Center abatement was given by Emma Corell.

Emma Corell recognized the EH&S Laboratory Safety Initiative for being nominated for a Distinguished Staff Award.

Emma Corell spoke on sharps disposal guidance, and referred the committee to the biohazardous waste page on the EH&S website (<https://www.ehs.washington.edu/biological/sharps-and-laboratory-glass>).

5. Organizational Group Reports

- a. **Group 1:** Ryan Hawkinson reported that Group 1 met earlier today. They reviewed the Online Accident Reporting System (OARS) reports, and received a presentation by Megan Levy of UW Emergency Management. The group finalized and adopted their charter. Ryan Hawkinson spoke about the initial Building Safety Task Force meeting.
- b. **Group 2:** Chris Pennington stated that Group 2 met on March 8, and are currently without a Chair. The group reviewed OARS reports and incidents involving: improperly disposed MAPP gas; Nordstrom Tennis electrical

storage; and, the bike share program on campus [contact: Elizabeth Bastian (ebastian@uw.edu)]. They also discussed the new EH&S website, and how various groups are coordinating building evacuation drills and working on Fire Safety and Evacuation Plans.

- c. **Group 3:** Paul Zuchowski reported that Group 3 has not yet met.
 - d. **Group 4:** Beth Hammermeister reported that the Group 4 subcommittee reviewed OARS reports. The Fire Safety and Evacuation Plan for Foege has been updated for 2018. Matt Moeller from EH&S talked to the group about chemical waste procedures. The group also reviewed procedures on how to address injuries affecting faculty/staff.
 - e. **Group 5:** Ann Auman reported that Group 5 reviewed Patient Safety Net and Safety Intelligence reports. Emma Corell of EH&S gave an OARS Injury Statistics presentation and discussed L&I reports.
 - f. **Group 6:** Beth Ramage reported that Group 6 met and reviewed OARS reports. They followed up on reports involving: a metal doorway tab in the Burke Museum; acoustic ceiling tiles falling in the Art building; a PPE concern in some undergraduate chemistry courses (progress is being made). A subcommittee is to begin writing the group's charter.
 - g. **Group 7:** Nicole Sanderson reported that Group 7 reviewed OARS reports. The group is short on members, and will be holding mid-year elections. Bothell's EH&S Coordinator started yesterday.
 - h. **Group 8:** Hannah Wilson reported that Group 8 has not met. Their next meeting will be Evacuation Warden training for all members.
 - i. **Group 9:** Sonia Honeydew reported that Group 9 reviewed OARS reports. Tracy Harvey of EH&S spoke about shared spaces in regards to lab safety surveys.
 - j. **Group 10:** David Zuckerman reported that Group 10 reviewed OARS reports and went over U-Wide minutes. Rick Gleason will provide OSHA training in May. The Arboretum Loop Trail had its grand opening this past week. Homelessness and car burglaries persist.
6. **UW Building Security Task Force Meeting Update:** Organized by UWPD Chief Vinson, the task force held its first meeting on March 30.

Ryan Hawkinson of HSC 1 shared that a timeline and subcommittees were suggested. Building night security, trespassing/banning persons from campus, and conforming building signage was discussed.

Paul Zuchowski of HSC 3 shared that security cameras, communications between buildings, and a campus-wide code of conduct were also topics that the task force discussed.

Beth Hammermeister of HSC 4 said she hopes to encourage positivity and a culture of safety across campus. She brought up that SafeCampus Violence Prevention and Response training is to be renewed every two years by all UW faculty and staff.

Minutes from the Building Security Task Force meeting will be sent out to U-Wide members for discussion next month.

- 7. Ex-Officio Reports:** Paula Lukaszek thanked Emma Corell of EH&S for the L&I updates, and asked for an update on Nordstrom Tennis electrical panels when one is available.

Jay Sedivy wants a uniform adoption process for post-accidents regarding UW vehicles. He asked for input from committee members at the June U-Wide meeting.

Steve Charvat gave a Special Olympics update and shared the need for volunteers. Emergency Management is working to help provide volunteers with clear, concise, and simple instructions in the event of an incident. Two tabletop exercises have been conducted, and this year's Emergency Operations Center disaster drill on May 22 will partner with the Special Olympics and simulate an earthquake event.

- 8. Adjourn:** Leslie Anderson adjourned the meeting at 2:28 PM.

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

May 9, 2018

1:00 – 2:30 PM

William H. Foege Bldg. N-130A

<http://www.washington.edu/maps/>

Regular Attendees:

- Current U-Wide Health and Safety Committee Members
<https://www.ehs.washington.edu/workplace/health-and-safety-committees>
- Environmental Health & Safety (EH&S) Staff:
Jude Van Buren, Denise Bender, Emma Corell, Angie Haggard, Robyn Kunsman

Agenda Items	Persons Responsible	Process	Time
Call to Order and Introductions	Leslie Anderson, Co-Chair	Robert's Rules of Order	
Approve April Meeting Minutes	Committee Members	Robert's Rules of Order	5 min
Worker Memorial Day Update	Attendees	Discussion	5 min
UW Building Security Task Force Update	Attendees	Discussion	10 min
Organizational Group Reports	Committee Members	Discussion	20 min
Ex Officio Reports	Ex Officios Emergency Management – Special Olympics Facilities Services – Procedure for reporting vehicular accidents	Discussion	15 min
EH&S Reports	L&I Update Regional CSHEMA Conference		10 min
Open Discussion	Committee Members	Discussion	25 min
Adjourn		Robert's Rules of Order	

*Organizational Group Reports include topics covered at their most recent meeting
Please send ideas for agenda items to U-Wide Co-Chairs at least 2 weeks prior to our meetings.