

**Agenda – June 29, 2015**  
**Group 9 Health and Safety Committee (College of Engineering)**

**1. Attending:**

Chris Adams, MoIES  
Emma Alder, EH/S  
Arne Biermans, ChemE  
Rep for Tracy Erbeck, CSE  
Michael Glidden, DO  
Cassie Atkinson-Edwards, HCDE

Fiona Spencer, AA  
Karen Wetterhahn, MSE  
John Young, EE  
Norbert Berger, BioE  
Bill Kuykendall, ME

**2. Absent**

Sonia Honeydew, DO  
Sean Yeung, CEE  
Sheila Prusa, ISE

**3. Guest Speaker: Phil Numoto of EH&S discusses different types of protective eyewear, w/examples**

**4. Previous Meeting Minutes**

- May 2015 – approve?

**5. UW-Wide meeting**

- May notes attached
- June
  - Election Year Timeline: a little earlier this year. Min req of H&S cmtes includes greater number elected than appointed. Term of two years. If vacated position, fill before next meeting. Communicate to groups represented. Some flexibility in how compose committee to represent folks. Cmte charter not required but useful – Emma will turn Group 12's example into a template for us. Emma will send us a catalyst survey for nominations, perhaps only one question. HSC is for workers to get involved; how can we encourage that?
  - Evac Drill Subcommittee Update: added director of signal alarm shop; working on catalyst survey for Building Coordinators; making "Beliefs and Barriers" doc for leadership.
  - July meeting at Bothell. Emma will coordinator carpool.
  - Group reports: Group 1 notes the pattern of taking bricks as souvenirs has contributed to one/some slips/trips. Group 4 suggests making safety cards to hang with IDs – Liz Kindred can share their example. Group 8 reports 3 student incidents but none on UW Tacoma property. Also Clover Park CC had a hoax active shooter. Group 10 recommends the EOC tour. Also, Friday Harbor gas leak simulation was interesting as not everyone on island knew it was a drill.
  - Ex-Oficio reports: ARCF protestors have made home visits to some people. Last Monday some arrested for trespassing and sabotage (a felony), and construction lost one day of work onsite, where security has been increased.
  - EH&S reports: Training update by John Eriksen – now some online classes by vendor Safety Smart, including GHS and Compressed Gas. F.S. group has opened up seats in some of their classes. UW Office of Research has a website with required training for researchers at many depts around campus, including policies and regulations, and a transcript to look up training taken. EH&S My Training allows you to look up EH&S training only, one at a time by UW Net ID or EIN or Stdt#, back to 1983. A system that tells you what training is needed would require a learning management system and that is 2<sup>nd</sup> or 3<sup>rd</sup> on HR's list (working on #1 – payroll). Sherry says L&I has a lending library of training and safety videos and some are online.

- o L&I Update: MRI – while upgrading magnet, removed panel that should not have been magnetic but it had penetrations that were collectively magnetic so worker pinned between plate and magnet. UWMC – lake water powerhouse entered 1-2x/yr, concern about electrical safety at wet location... cover of electrical conduit left off, and motor concern. Legionella – no exposure or risk, but 12 serious violations, 11 on confined space (permit-required confined space) plus one fall hazard.... There had been some reclassifications of type of space and some lack of signage, so we're working on making sure no one enters permitted confined space who shouldn't. A confined space is considered "permit required" because of hazard like electrical or fan, unless you do paperwork to classify it as "not permit required" so we had some paperwork to do.
- o EH&S (Katia) attended Compliance Resource Summit – EH&S Director Jude gave a talk and hopefully will do annually.
- o Discussion of who tests call buttons in elevators, as some folks were trapped and found phone didn't work. L&I inspects that for annual permitting; our elev shop does maint and repair... FS will double-check process for inspecting those phones/call buttons.

#### **6. Department Incident Reports (current)**

- Dean's Office – fell in office
- CEE – beaker of ethanol caught fire
- ChemE – chemical burn on arm
- ME – thumb crushed by gas cylinder

#### **7. Department updates**

#### **8. Next meeting:**

- July meeting cancelled. August meeting moved from 8/31 to 8/24. See you all August 24<sup>th</sup> at 2pm in CSE 128!

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## Draft Meeting Minutes

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

Meeting Date: June 1, 2015

(belated May mtg)

#### Attended

Sonia Honeydew, DO  
Sheila Prusa, ISE  
Emma Alder, EH&S  
J. Sean Yeung, CEE  
John Young, EE

Chris Adams, MoIES  
Tracy Erbeck, CSE  
Karen Wetterhahn, MSE  
Norbert Berger, BioE  
Fiona Spencer, AA

#### Absent

Arne Biermans, ChemE  
Michael Glidden, DO  
Cassie Atkinson-Edwards, HCDE  
Bill Kuykendall, ME

#### Previous Meeting Minutes

- April 2015 – approved

#### Incident Reports

- BIOE: cut on index finger. Seal should be peeled off by hand.
- ME: hand crushed by roll of carbon prepreg. Someone trying to do something alone that requires two people. They'll make the fabric roll dispensing system more user friendly.
- ME/BIOE: piranha solution splashed onto forehead. Lab reevaluating acid neutralization procedure.

#### UW-Wide meeting

- April – UW Tacoma history and tour, introduction to EH&S' Environmental Programs (Dave Leonard based in Tacoma but Environmental Programs serves all UW campuses)
- May
  - After Action Report: Royal Flush
    - UWEM annual functional exercise – more than tabletop, less than boots on ground
    - E-coli in water (worked w/city, state, and EH&S) – based on actual event @ Mercer Island last November
    - Challenges:
      - communication – info collection and sharing (crisis of the commons)
      - role comprehension and job performance inconsistent so req more trng
      - no rep in EOC from research or academic sides of community (of BARC, have Biz and Continuity but not Acad or Res) – who would be the unified voice for these areas? Many public safety efforts on campus are highly decentralized – would like a top dog to pull efforts together
      - how flush bldgs (highest need first, or highest pressure?)

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## Draft Meeting Minutes

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

- Successes:
  - w/in 2 minutes contacted teams and alerted outside parties (same tool as UW Alert)
  - used virtual EOC like Google Docs
- Anticipate increase in unplanned shutdowns from aging infrastructure
- Scott Preston and Charles Easterberg working on a way to provide water to the population in a regional emergency.
- Next exercise will be West Coast Cascadia Subduction earthquake (all west coast exercise)
- new Shop Survey Program, EH&S
  - see new web page and shop safety checklist
  - started 2 wks ago and will survey all in next 3 mo.
  - define shop as place where fab and repair activities occur, using tools and machinery that present physical hazards – not just tool room, must have at least one piece of machinery... can be teaching, research, facilities maintenance or repairs
  - shops have haz activities, haz mats, haz eqpt
- Evac Drill Subcommittee report
  - considering zone-wide drills
  - partnering with UWEM and Fire Shop
  - discussing challenge of high-level safety authority
  - crafting survey and message for Building Coordinators invited to UWEM's August meeting

### Group Business

- Continuing discussion: best practices for PI management and documentation of personnel training
  - Have a safety coordinator for the lab (assigned role/responsibility)
  - Make initial and continued lab access conditional upon completed safety training
  - Have a checklist of the safety training courses on the lab webpage (safety coordinator writes this for the lab)
  - Grad students and postdocs take new students under their wings to offer guidance to complete the process
  - PI encourages/enforces taking the safety training
  - Talk about safety topics at each weekly lab meeting (<5 minutes but habit)
  - Track training via checklist sheet of courses for each student. Can link PDF file of course "diploma" for the record.
- EH&S new Lockout/Tagout program – any questions?
- new EEOP for Loew (Sonia) – lessons learned and peer review
  - invited other groups to identify EW and had EW/ED mtg to recognize each other and discuss role
  - Protocol for E.W. – dept decides whether sweep area or beeline for exit, but do count heads at EAP
  - Called Classroom Technology and Events (steward of University's general use classrooms) – no plan for instructors, just "whatever bldg says" ... will share updated link with whomever assigns Loew classrooms.
  - Check your evac maps, as fire device locations and EAP locations may have changed
  - Dept decides how many people s/b trained in First Aid – one per floor, per lab -- ?
  - Finalized EEOP s/b sent out by Chair/Dean with letter of recommendation to adopt

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## Draft Meeting Minutes

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

- EH&S: Emma asked Erin what depts should do with MSDS updates received with no lab affiliation. EH&S' SDS coordinator, Kristin Lowe, recommends that building coordinators send any SDSs to her at [krys568@uw.edu](mailto:krys568@uw.edu) or to [mychem@uw.edu](mailto:mychem@uw.edu). She can determine if it is a new SDS that needs to be uploaded for a particular lab.


#### Department Updates

- CEE: contained fire at More – with beaker of ethanol, using flaming probe, dipping in ethanol, Bunsen to flame, when moving over beaker a drop of ethanol back into beaker and beaker contents then aflame. Used foil to cover beaker to contain fire. Spreader for plates – disinfect probe every time. Open container of ethanol doesn't need to be out and near flame, or don't need as much ethanol. (A few years ago a beaker tipped over and spilled ethanol which caught fire; ethanol burns clear so hard to find where still burning behind cabinets.)
- BIOE: Previous Friday building locked down for anticipated ARCF activists who never showed, but this morning activists there by 7am so called UWPD who would not lock down building. Curious about seeming inconsistency. *Follow-up after meeting with UWPD and UWEM indicates UWPD will evaluate all information about a situation and decide when/whether to lock down – occupants do not make that call, but should pass along all info to UWPD.*
- MSE: noticing challenges with CAAMS with staff turnover at the moment. New system at lockshop and one dorm. Norbert shared trick for working Picture Perfect on old Java: oracle virtual machine within your machine.

# Accident Summary Report

## HSC 9

5/1/2015 to 5/31/2015

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2015-05-013	DEAN ENGINEERING		5/6/2015	I fell in my office and was assisted back to standing position.	None noted.
2015-05-014	CIVIL & ENVIR ENGR	PREDOC RES ASSOC 1	5/6/2015	Summary: Beaker of ethanol caught fire on lab bench.  Glass rod was dipped into ethanol, then flamed using bunsen burner. Drip of flaming ethanol fell into glass beaker containing 100 mL 80% ethanol. Ethanol in beaker caught fire. Fire was smothered with aluminum foil over beaker.	Reminders to review work area set up before working with flames.
2015-05-041	CHEMICAL ENGINEERING	RESEARCH ASSISTANT	5/15/2015	A chemical burn on right arm. Chemical might have possible ate through the lab coat as there is a hole on the sleeve.	1-We informed everyone in the laboratory of the incident and reminded them of the proper use of acids in the laboratory 2-We have instituted harsher restrictions on the spaces where acids can be handled in the laboratories. This is now restricted to a single designated fume hood out of three. We also label the area to warn of possible contamination. 3-We have ordered individualized laboratory coats for every user so that each individual is aware of the previous uses that the lab coat has had.

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2015-05-057	MECHANICAL ENGINEERING	ACTING INSTRUCTOR	5/21/2015	<p>I was relocating a CO2 gas cylinder from MEB Gas Bunker to MEB 134 with our student. When we were leaving with the full cylinder secured on a cart, one wheel was stuck at the curb in front of the bunker. We tried to push and/or pull the cart to solve the problem but we lost balance and my left thumb was caught between the cylinder and the cart. I treated the thumb with iced water immediately and went to the Hall Health. Since the office was closing, one nurse checked my injury briefly and recommended that I should come back the next morning if it is still painful. I reported my PI about the incident and he sent the request to install a ramp on the site which was already accepted by the ME office. The thumb swelled up but the X-ray examination did not detect any visible crack. The doctor told me to prevent a heavy duty using my left hand for several days since the soft tissues were damaged badly.</p> <p>I filed a report to WA L&amp;I about this work-related incident.</p>	<p>Since [REDACTED] came to my office immediately after the above incident, I asked Both Sue Chen (ME administrator) and Bill Kuykendall (ME Lab senior technical person) to add the above tapered plate. Bill agreed to work on this soon.</p>



# University of Washington Accident / Incident Report

Report Number: 2015-05-013

Contact EH&S at 206-543-7262

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: DEAN ENGINEERING
Date Reported(yyyy/mm/dd): 2015/05/06	Time of Reporting: 03:07 PM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: DEAN ENGINEERING

## Incident Details

Date of Incident(yyyy/mm/dd): 2015/05/06	Time of Incident: 10:30 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: 4545 BUILDING	
Room: 103	Other:	

Incident Details:  
**I fell in my office and was assisted back to standing position.**  
 Attachment: No

## Supervisor

Last Name: BELLMAN	First Name: SCOTT
Phone: +1 206 685-6222	Email: swb3@u.washington.edu
Occupation/Position: PROG COORDINATOR / COUNSELOR	Department: DEAN ENGINEERING

## Classification

Level 1:  
 Incidents with no body injuries,

## Type of Incident

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

## Possible Causes

Equipment:  
 Environment:  
 Policies / Procedures:  
 Human Factors: Loss of Balance,

## Suggested corrective action by the affected party

None.

## Supervisor's Comments

Root Causes:

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



(Please look at all the factors that may have contributed to the accident. Such factors may include equipment, environment, policies, procedures, and personnel.)

**Human error (tripped)**

Recommendations/Preventive Measures:

**None noted.**

Corrective Actions Target Date (yyyy/mm/dd):  
**2015/05/07**

Corrective Actions Complete Date (yyyy/mm/dd):  
**2015/05/07**

Other Comments:

**No corrective actions warranted.**

### **EHS Review**

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



# University of Washington Accident / Incident Report

Report Number: 2015-05-014

Contact EH&S at 206-543-7262

## Person Reporting Incident

Last Name: <b>YEUNG</b>	First Name: <b>JEREMY</b>
Phone: +1 206 543-2547	Email: <b>jsean@u.washington.edu</b>
Occupation/Position: <b>LABORATORY MANAGER</b>	Department: <b>CIVIL &amp; ENVIR ENGR</b>
Date Reported (yyyy/mm/dd): <b>2015/05/06</b>	Time of Reporting: <b>04:56 PM</b>

## Person Involved or Affected

Last Name: <b>[REDACTED]</b>	First Name: <b>[REDACTED]</b>
Phone:	Email: <b>injury@u.washington.edu</b>
Occupation/Position: <b>PREDOC RES ASSOC 1</b>	Department: <b>CIVIL &amp; ENVIR ENGR</b>

## Incident Details

Date of Incident (yyyy/mm/dd): <b>2015/05/05</b>	Time of Incident: <b>11:30 AM</b>	When Shift Begins: <b>N/A</b>
Campus: <b>Seattle</b>	Incident Location/Parking Lot: <b>MORE HALL</b>	
Room: <b>319</b>	Other:	

Incident Details:

**Summary: Beaker of ethanol caught fire on lab bench.**

Glass rod was dipped into ethanol, then flamed using bunsen burner. Drip of flaming ethanol fell into glass beaker containing 100 mL 80% ethanol. Ethanol in beaker caught fire. Fire was smothered with aluminum foil over beaker.

Attachment: **No**

## Supervisor

Last Name: <b>GOUGH</b>	First Name: <b>HEIDI</b>
Phone: +1 206 685-2591	Email: <b>hgough@u.washington.edu</b>
Occupation/Position: <b>RESEARCH ASSISTANT PROFESSOR</b>	Department: <b>CIVIL &amp; ENVIR ENGR</b>

## Classification

Level 1:  
Near misses,

## Type of Incident

Nature of Injury: **None,**

Body Parts Affected: **None,**

What caused the harm: **None,**

## Possible Causes

Equipment:

Environment:

Policies / Procedures: **Inadequate Planning / Preparation,**

Human Factors: **Inattention,**

## Suggested corrective action by the affected party

**Change work area layout such that beaker of ethanol is away from flame. Don't pass flaming glass rod**

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

over beaker of flammable ethanol.

### 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.)

**The root cause was inattention to the work area set up.**

**Recommendations/Preventive Measures:**

**Reminders to review work area set up before working with flames.**

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

**2015/05/12**

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

**2015/05/12**

**Other Comments:**

**reviewed incident with the graduate student; reviewed incident report**

### EHS Review

Last Name: **ALDER**

First Name: **EMMA**

Phone Number: **+1 206 221-2852**

Email: **ealder@uw.edu**

Occupation/Position:

Department:

Comments:



# University of Washington Accident / Incident Report

Report Number: 2015-05-041

Contact EH&S at 206-543-7262

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT	Department: CHEMICAL ENGINEERING
Date Reported(yyyy/mm/dd): 2015/05/15	Time of Reporting: 01:57 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): 2015/05/14	Time of Incident: 5:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BENSON HALL	
Room: B15	Other:	

Incident Details:

A chemical burn on right arm. Chemical might have possible ate through the lab coat as there is a hole on the sleeve.

Attachment: No

## Supervisor

Last Name: POZZO	First Name: LILO
Phone: +1 206 685-8536	Email: dpozzo@u.washington.edu
Occupation/Position: ASSOCIATE PROFESSOR	Department: CHEMICAL ENGINEERING

## Classification

Level 1:  
Injuries requiring first aid,

## Type of Incident

Nature of Injury: Open Wound : Laceration, Puncture, Scratch,

Body Parts Affected: Arms,

What caused the harm: Chemicals,

## Possible Causes

Equipment:

Environment: Chemicals,

Policies / Procedures:

Human Factors:

## Suggested corrective action by the affected party

Clean surfaces. Buy new lab coats.

## 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.)

**One root cause of this incident is that lab coats are used by multiple users. A second root cause is the contamination of the coat with acid suggesting that there was a small spill into the lab coat.**

**Recommendations/Preventive Measures:**

- 1-We informed everyone in the laboratory of the incident and reminded them of the proper use of acids in the laboratory
- 2-We have instituted harsher restrictions on the spaces where acids can be handled in the laboratories. This is now restricted to a single designated fume hood out of three. We also label the area to warn of possible contamination.
- 3-We have ordered individualized laboratory coats for every user so that each individual is aware of the previous uses that the lab coat has had.

Corrective Actions Target Date (yyyy/mm/dd):  
2015/05/15

Corrective Actions Complete Date (yyyy/mm/dd):  
2015/05/15

**Other Comments:**

**I have worked with the students to develop these corrective actions to minimize the likelihood and severity of any future event.**

**EHS Review**

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



# University of Washington Accident / Incident Report

Report Number: 2015-05-057

Contact EH&S at 206-543-7262

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: ACTING INSTRUCTOR	Department: MECHANICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2015/05/21	Time of Reporting: 10:46 AM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: ACTING INSTRUCTOR	Department: MECHANICAL ENGINEERING

## Incident Details

Date of Incident (yyyy/mm/dd): 2015/05/20	Time of Incident: 4:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot:	
Room:	Other: MEB Gas Bunker	

Incident Details:

I was relocating a CO2 gas cylinder from MEB Gas Bunker to MEB 134 with our student. When we were leaving with the full cylinder secured on a cart, one wheel was stuck at the curb in front of the bunker. We tried to push and/or pull the cart to solve the problem but we lost balance and my left thumb was caught between the cylinder and the cart. I treated the thumb with iced water immediately and went to the Hall Health. Since the office was closing, one nurse checked my injury briefly and recommended that I should come back the next morning if it is still painful. I reported my PI about the incident and he sent the request to install a ramp on the site which was already accepted by the ME office. The thumb swelled up but the X-ray examination did not detect any visible crack. The doctor told me to prevent a heavy duty using my left hand for several days since the soft tissues were damaged badly. I filed a report to WA L&I about this work-related incident.

Attachment: Yes

## Supervisor

Last Name: TAYA	First Name: MINORU
Phone: +1 206 685-2850	Email: tayam@u.washington.edu
Occupation/Position: PROFESSOR	Department: MECHANICAL ENGINEERING

## Classification

Level 1:  
 Injuries requiring first aid,  
 Injuries requiring medical treatment (go to Level 3 if in-patient hospitalization is required),

## Type of Incident

Nature of Injury: Contusion/Abrasion/Hematoma, Pain/Inflammation/Edema,
Body Parts Affected: Fingers,
What caused the harm: Struck by Object, Contact with Objects,

## Possible Causes

Equipment:
Environment: Slippery/Uneven surface,

Policies / Procedures: Other,

Human Factors: Loss of Balance,

**Suggested corrective action by the affected party**

We have already asked the ME office to install a ramp in front of MEB Gas Bunker. They accepted our request and the ramp will be installed shortly to prevent further accidents.

**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 is a gap in height between the ground and the bottom floor of the ME banker, which needs to be tapered by inserting some metal or hard wood made tapered plate, so that the heavy gas cylinder with lack can be easily lowered on the tapered plate into the ground level. Because of this existing gap, [REDACTED] and her student could NOT handle smoothly to lower the gas cylinder from the banker house to the ground, pinching her figures.

Recommendations/Preventive Measures:

Since [REDACTED] came to my office immediately after the above incident, I asked Both Sue Chen (ME administrator) and Bill Kuykendall (ME Lab senior technical person) to add the above tapered plate. Bill agreed to work on this soon.

Corrective Actions Target Date (yyyy/mm/dd):  
2015/05/20

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

Other Comments:

I emailed to both Sue Chen and Bill Kuykendall of ME office to correct the gap part of the ME banker house which contains as-delivered gas cylinders.

I discussed with Bill on May 26, to check the current status, Bill told me that he will do first temporary fixing using wood plank with tapered surface, while permanently he recommended use of concrete block to be made, which may be more time consuming,

as of today, June 4, I checked with Bill, who told me that the gap is now repaired with the plate, no longer the gap exists, making smoother baseline for safe moving of the bottles.

**EHS Review**

Last Name:CORDTS	First Name:STUART	Phone Number:+1 206 616-3442	Email:scordts@uw.edu
Occupation/Position:		Department:	

Comments:Forwarded to Gary Bangs and Mark Murray (EH&S) for their information about facility conditions that could be improved by facility modification. Stuart Cordts, 5/22/2015. Gary Bangs replied the same day that the approach described by ME should be adequate.

## University-Wide Health and Safety Committee Meeting Agenda

June 10, 2015  
1:00 – 2:30 PM

### William H. Foege N-130A

#### Regular Attendees:

- 2015 University-Wide Health and Safety Committee Members  
(<http://www.ehs.washington.edu/ohssafcom/groups.shtm>)
- Jude Van Buren, Katia Harb, Sherry Baron, Emma Alder, EH&S

Agenda Items	Persons Responsible	Process	Time
Call to Order	Leslie Anderson, Chair		
Approve May Minutes	Leslie Anderson	Robert's Rules of Order	5 min
Election Year Timeline	Emma Alder, EH&S	Presentation	15 min
Evacuation Drill Subcommittee Update	Leslie Anderson	Presentation	5 min
July Meeting – Bothell	Leslie Anderson	Discussion	5 min
Organizational Group Reports	Committee Members	Discussion	15 min
Union Reports	Union Representatives	Discussion	5 min
Ex-Officio Reports	Ron Fouty: ARCF Project Protester Activity Ex-Officio Members	Discussion	10 min
EH&S Reports	John Eriksen: Training Update Sherry Baron: L&I Update Katia Harb: Compliance Summit Resource Summit	Presentation	30 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

Next Meeting: 7/8/2015 – UW Bothell



## University-Wide Health and Safety Committee Meeting Minutes

May 13, 2015 1:00-2:30 pm  
Foegen N130A

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

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**Agenda**

1. Call to Order
  2. Approval of February Minutes
  3. After Action Report Briefing: Royal Flush
  4. Organizational Group Reports
  5. Union Reports
  6. Ex-Officio Reports
  7. Evacuation Drill Subcommittee Update
  8. April Meeting Update: Tacoma Transportation
  9. EH&S Reports
  10. Meeting Adjournment
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Recorded: by Emma Alder

1. **Call to Order:** Meeting called to order at 1:02 PM by Leslie Anderson.
2. **Approval of March and April Minutes:** Leslie requested for a motion to approve the March and April minutes as written. A motion to approve the minutes as written was put forward and seconded. The minutes were approved as written.
3. **After Action Report Briefing - Royal Flush:** Scott Preston, UW Emergency Management (UWEM), gave an overview of the strengths and areas for improvement for the most recent University drill, Royal Flush. Royal Flush involved a water contamination scenario that impacted UW Seattle campus and the surrounding community. This was the 12<sup>th</sup> annual Emergency Operations Center (EOC) exercise conducted by UWEM and the UW system. For the whole briefing, please see Attachment 1.
4. **Shop Survey Program:** Mark Murray reported on the newly developed Shop Survey Program. He explained that areas with at least one piece of machinery would be considered a shop. Mark discussed why the program was developed and explained that an advisory group was formed to determine what was needed to make the program successful. The shop surveys have already begun. EH&S provides items to the shop upon their initial survey including a shop safety manual, safety tips/guidance poster, and a general personal protective equipment (PPE) caution sign. Shop surveys will continue over the next three months. For more information, visit the Shop Survey Program webpage: <http://www.ehs.washington.edu/fsophyssafe/shops.shtm>.
5. **Evacuation Drill Subcommittee Update:** Leslie Anderson gave an update on progress of the subcommittee. UWEM will now be regularly attending meetings and the committee is reaching out to the Signal Alarm Shop to ask for their participation as well. For next meeting, the committee is looking into the possibility of drilling the campus in zones. The committee is also looking at how other University's conduct and enforce safety rules such as drills.

## 6. Organizational Group Reports:

- a. **Group 1:** Ryan Hawkinson reported that Group 1 noted several slip and trip related accidents for the previous month. Ryan informed the committee that Gerald Baldasty, Interim Provost and Executive Vice President, will be the interim Executive Sponsor for Group 1.
- b. **Group 2:** Paula Lukaszek reported that Group 2 met and discussed accident reports, a recent L&I investigation, the group's lack of membership, parking issues, Burke Gilman construction updates, and fire drills.
- c. **Group 3:** Sara Jones reported that Group 3 reviewed and analyzed accident reports. She said Group 3 has been critiquing the reports to not only determine if they were incomplete but how they were incomplete. The group discussed the U-Wide meeting at UW Tacoma. She also brought up a concern regarding knives at Pagliacci in the HUB that are stored after hours in a location that could be accessible by people walking by. They are working to find a less accessible location for the knives. The group also discussed efforts the IMA is making to improve their evacuation drills.
- d. **Group 4:** Nadia Khan reported that Group 4 reviewed reports and conducted their other routine business. In April, SafeCampus gave the biannual workplace violence training to the committee members.
- e. **Group 5:** Liz Kindred reported that Group 5 met and discussed new hazardous drug rule (presentation from Pharmacy).
- f. **Group 6:** Ron Maxwell reported that Group 6 conducted their normal, routine business. Sherry Baron added that Burke Museum discussed a recent incident with member of public who was injured and did not know how and if the employees should transport the individual to the hospital. As there is no policy regarding transportation in these situations, the Burke Museum will develop their own.
- g. **Group 7:** Charlotte Rasmussen reported that Group 7 did not meet in April. The group met in March and discussed a report where someone slipped on wet pavement. She also discussed a recent incident where she was stuck in elevator and when using the emergency button, it took time before the call was answered. The elevator also did not have an address posted inside so she was unable to explain to the operator where exactly the elevator was located. She reported this to the UW Bothell Safety and Security Office for investigation.
- h. **Group 8:** Stephen Rondeau reported that David Leonard presented at the most recent Group 8 meeting. The group discussed a variety of safety topics including ergonomics and safety when watching TV, safety belts, asbestos, and silica. Stephen brought up a recent concern regarding pedestrians walking past contractors cutting concrete. There was dust due

to the lack of wet cutting which could have been an issue for the pedestrians as well as the person doing the work.

- i. **Group 9:** Sonia Honeydew reported that Group 9 conducted their routine business at the most recent meeting. Ed Havey visited the committee and gave presentation on office ergonomics.
- j. **Group 10:** David Zuckerman reported that Group 10 has two new members. The group reviewed the OARS reports and applied recent root cause analysis training. The Associate Dean is pushing for EEOPs to be updated throughout the school. David also reported that the arboretum parking lots are now in the emergency database.
- k. **Faculty Senate:** Rick Gleason asked about a student physics lab with a drill press lathe. He wondered if these shops would be include in the Shop Survey Program. Tracy Harvey replied that student shops are included.

## 7. 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 requested an update on the recent L&I investigation in UWMC. Sherry Baron will provide. Paula requested an update on any efforts to reduce the speeding on Canal Rd. Josh Kavanagh will be reached after meeting for any updates on this area.
8. **Ex-Officio Reports:** Tracy Mosier reminded the committee that there will be a Fall Protection Workshop Open House on May 18th. Ron Fouty reported that construction is happening along Boat Street with approximately 200 construction workers. There will be lots of activity around the intersection. Some near-miss collisions with pedestrians and bikes have occurred. It is important to pay attention in this area.
9. **EH&S Reports:** There was not enough time for the EH&S report so it was tabled until the June meeting
10. **Meeting Adjournment:** The meeting was adjourned by Leslie Anderson at 2:32 PM.

**Attachment 1:** After Action Report Briefing for Royal Flush