

**Agenda – August 28, 2017**  
**Group 9 Health and Safety Committee (College of Engineering)**

**1. Attending**

Fiona Spencer or Eliot George, AA	[Proxy] for Karen Liebert, EE
Colleen Irvin, BioE	Angie Haggard, EH&S
Sean Yeung, CEE	Stacia Green, HCDE
Michael Pomfret, CEI	Jenny Dutton or Sheila Prusa, ISE
Kameron Harmon, ChemE	Bill Kuykendall, ME
Sonia Honeydew, CoE DO	Chris Adams, MoES/NanoES
Sophie Ostlund for Tracy Erbeck, CSE	Tatyana Galenko, MSE

**2. Previous Meeting Minutes**

- July 2017 – approve? Corrections?

**3. Department Incident Reports**

- CEE – fiberglass pierced hand through glove (May)
- DO – Hit head from fall, after chair leg went through hole in floor (May)
- BioE – mercury thermometer broken, spilled cleaned (Jun)
- ME – chemical spill and exposure (Jun)
- ME – shop saw injury, stitches (Jul)
- CSE – wrist injury, ergonomic (Jul)

**4. Group Business**

- U-wide charter: customize for Group 9
- Review EH&S resources (checklists, protocols, training templates)
- CoE annual evac drills -- update
- Fire safety surveys -- update
- EEOP/FSEP library – update
- LSI – update
- APP -- update

**5. UW-Wide Meeting**

- July minutes attached.
- August agenda attached. Highlight: U-wide large event planning SOP v3, by Eli King of Emergency Management. UW EM continuing to work with UWPD and other parties to coordinate. Also, we viewed draft of APP safety video.

**6. Department Updates**

***Next Meeting September 25th at 3pm, in CSE 128***

# DRAFT Meeting Minutes

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

Meeting Date: July 31, 2017

### Attended

Fiona Spencer, AA	Karen Liebert, EE
J. Sean Yeung, CEE	Angie Haggard, EH&S
Michael Pomfret, CEI	Bill Kuykendall, ME
Kameron Harmon, ChemE	Chris Adams, MoIES/NanoES
Sophie Ostlund for Tracy Erbeck, CSE	Tatyana Galenko, MSE
Sonia Honeydew, DO	

### Absent

Colleen Irvin, BioE	Stacia Green, HCDE
Michael Glidden, DO	Sheila Prusa, ISE

### Previous Meeting Minutes

- June 2017 – draft minutes approved with correction and additions

### Incident Reports

- EE – cut hand on sharp metal, got stitches at ER (Apr). Was opening a package of metal rods in tube, had difficulty removing wooden donut at end of tube, and razor sharp ends of rods pierced through donut. Protocol changes?
- CEE – fiberglass pierced hand through glove (May). Discuss further in August.
- ChemE – high voltage power amplifier caught fire, extinguished (May). Finished repair Friday; failure analysis report packaged with instrument and sent back to vendor. Not an infrastructure issue; problem internal to instrument – probably a connection knocked loose during shipping, and then arced. People working with high voltage do take precautions.
- DO – Hit head from fall, after chair leg went through hole in floor (May). Apparently post-incident, FS didn't do thorough search for more holes. Awaiting response from HVAC shop as well. Continue discussion in August.

## **DRAFT Meeting Minutes**

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

- ME – battery shorted across carbon enclosure, smoked, extinguished (Jun). Not the electric car, just a motorcycle battery for race car. The carbon enclosure looks like plastic but conducts. Will change design of enclosure to give more clearance, or use a non-conductive box. Lab manager changed procedures, and will make electrical safety talk by EH&S an annual event each Autumn when new teams created.
- AA – possible near miss during test flight of capstone model airplane (Jun). Different groups informing OARS report disagree about what happened and whether corrective action needed, but neither were there. Departmental safety team and EH&S followup may include safety orientations before field work, and an opportunity for department to discuss lines of communication for safety. Speaking of lines of communication for safety, how many CoE depts have Safety Teams? CSE, ME (focused on student groups), and MoIES/NanoES. The Group 9 Charter can give guidance to Safety Teams, as they are not documented elsewhere (re: flow of information with Group 9, and their option to invite EH&S to their meetings).
- BioE – mercury thermometer broken, spill cleaned (Jun). Lab no longer has mercury thermometers. Discuss in August.
- AA – heat exhaustion in desert for rocket launch (Jun). OSHA has a heat app to gauge heat index and recommend protocols. Angie/Sonia will share to Group 9.
- ME – chemical spill and exposure (Jun). Happened on a Friday at 4:30pm, reported at 6pm. Tracy Harvey follows up on chem spill OARS reports. Angie will look and share with Bill. Please follow instructions on Exposure Poster (distributed a month or two ago) and get consultation. Updated poster coming soon – Angie/Sonia will distribute. Discuss further in August.

#### **Group Business**

- CoE annual evac drills are being scheduled by Scott Nelson & Adrian Santos (EH&S). Status: nine buildings done and some more scheduled; will be caught up in August. Scott reports that biggest lesson learned so far is to be aware of visitors and help them evacuate.
- Building fire safety surveys prioritized by compliance requirements; Scott and Adrian are focused on these in September.

#### **UW-Wide Meeting**

- June minutes in packet.

## **DRAFT Meeting Minutes**

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

- July agenda in packet. Emergency Management is still working on large event planning procedures. Highlight was review of HSC election timeline and procedures for this Autumn. July's task is for group to choose Election Coordinator to run election... Sonia chosen for this role in Group 9.

#### **Department Updates**

- D.O. – Note that when building switches to Voice Over IP (VoIP) phones, you must call UW IT to alert them when you move a phone between rooms, so they can update the 911 first responder's database. Otherwise first responders to a call may go to the wrong room. You may audit UW IT's record of phone assignments to rooms... a good idea to do this on a periodic basis.
- D.O. – I asked Fleet Services and they're no longer renting small and large box trucks; you must have Moving Services do the moving with their vehicles, or you can rent trucks through Enterprise in SoDo. Cargo vans now available through U-Car in lot E2.
- D.O. – For non-aggressive coyote sightings on campus, contact Abebe Aberra of EH&S. If an aggressive coyote, call 911.
- MoIES/NanoES – Several PIs complained about lab attire in another group; sent out lab attire email; will share template with Group 9.
- MoIES/NanoES – Does any dept/bldg have one person ordering lab gases for multiple PIs? How do you handle billing and deal with managing incoming cylinders? Bill K. will talk to Chris.

#### **Next Meeting**

- Aug 28<sup>th</sup> at 3pm, CSE 128



# University of Washington Accident / Incident Report

Report Number: 2017-05-058

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: STUDENT ASST	Department: CIVIL & ENVIR ENGR
Date Reported (yyyy/mm/dd): 2017/05/11	Time of Reporting: 02:58 PM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: STUDENT ASST	Department: CIVIL & ENVIR ENGR

## Incident Details

Date of Incident (yyyy/mm/dd): 2017/05/11	Time of Incident: 9:00 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MORE HALL	
Room: 34	Other:	

Incident Details:

I was mixing permeable concrete by hand in a black 'hotel tray' as instructed. There was some leftover fiberglass concrete mixture from a previous project stuck in the bottom of the tray which pierced through my glove and skin.

Attachment: No

## Supervisor

Last Name: YAMAURA	First Name: JULIAN
Phone:	Email: injury@u.washington.edu
Occupation/Position: PREDOC INSTRUCTOR	Department: CIVIL & ENVIR ENGR

## Classification

Level 1:  
 Injury requiring first aid,  
 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: Inadequate Maintenance,

Environment:

Policies / Procedures:

Human Factors:

## Suggested corrective action by the affected party

The 'hotel trays' need to be throughout cleaned after use with fiberglass.

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

## 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: 2017-05-111

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: DEAN ENGINEERING
Date Reported (yyyy/mm/dd): 2017/05/26	Time of Reporting: 10:48 AM

## Person Involved or Affected

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

## Incident Details

Date of Incident (yyyy/mm/dd): 2017/05/22	Time of Incident: 3:45 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: WILCOX HALL	
Room: 70	Other:	

Incident Details:

Wilcox 70 conference area has a previously unknown hole in the floor. The floors are raised as the entire area was once devoted to computer servers. The chairs in that room have individual legs. While in a meeting, I backed my chair up and one leg (back corner) plunged entirely into the hole in the floor. I hit my head against the wall under the TV and ended up on the floor.

Attachment: Yes

## Supervisor

Last Name: FRAY	First Name: DAVID
Phone: +1 206 685-1724	Email: dfray@uw.edu
Occupation/Position: DIRECTOR DEPARTMENTAL COMPUTING	Department: DEAN ENGINEERING

## Classification

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

## Type of Incident

Injury Description: Concussion, Headache, Pain, Irritation, Inflammation, Swelling,

Body Parts Affected: Head, Neck,

Cause of Injury or Damage: Contact with Object: Bumped into Something,

## Possible Causes

Equipment:

Environment: Other,

Policies / Procedures:

Human Factors:

## Suggested corrective action by the affected party

The area was repurposed recently into a conference room after serving for decades as equipment storage

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

for computers. I recommend examining the raised floor in room 70 for other hazards and patching/replacing the floor tiles.

**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.)  
Room is all raised floor, previously a computer server room. Floor is covered wall to wall with 2' X 2' carpeting squares, hiding any possible holes in the raised floor. Hole was at the intersection of four squares, but hidden from view. Room had been used previously for storage or used as an office, with a desk covering access to the hole. Room was recently converted into a conference room, exposing the entire floor area. No one had inspected what was under the carpeting for possible hazards.

Recommendations/Preventive Measures:  
Hole is now covered by a piece of sheet metal, between the floor tiles, and the carpeting squares. We are inspecting other areas within the conference room, and adjoining areas which are also raised floor, and covered with carpeting. Sheet metal plates are being placed over any other holes we find.

Corrective Actions Target Date (yyyy/mm/dd): 2017/05/25	Corrective Actions Complete Date (yyyy/mm/dd): 2017/05/25
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Other Comments:  
[REDACTED] must have hit his head pretty hard against the wall. Attached photo shows the plaster board was pushed in and existing nails or screws were pushed out thru the plaster.

**EHS Review**

Last Name:HAGGARD	First Name:ANGELINA M	Phone Number:+1 206 616-3442	Email:ahaggard@uw.edu
Occupation/Position:		Department:	
Comments:5/26/17 forwarded to Denise Bender and Brandon Kemperman - Angie Haggard			





# University of Washington Accident / Incident Report

Report Number: 2017-06-046

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: RESEARCH SCIENTIST/ENGINEER 1	Department: BIOENGINEERING
Date Reported (yyyy/mm/dd): 2017/06/20	Time of Reporting: 09:38 AM

## Person Involved or Affected

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

## Incident Details

Date of Incident (yyyy/mm/dd): 2017/06/19	Time of Incident: 8:30 PM	When Shift Begins: N/A
Campus: UWMC	Incident Location/Parking Lot:	
Room: 354	Other: South Lake Union, Brotman Building	

Incident Details:

Small mercury thermometer broken on linoleum floor. Spill cleaned using plastic scraper and glass vial for larger droplets and scotch tape for smaller droplets. All objects in contact with mercury were ziplock bagged and bucketed. Spill area cordoned with masking tape.

Attachment: No

## Supervisor

Last Name: KIM	First Name: DEOK-HO
Phone: +1 206 616-1133	Email: deokho@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: BIOENGINEERING

## Classification

Level 1:  
Near miss (No incident occurred but it could have),  
Property damage only,

## Type of Incident

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

## Possible Causes

Equipment: Improper Equipment,  
Environment:  
Policies / Procedures: Inadequate Planning, Preparation,  
Human Factors: Inattention,

## Suggested corrective action by the affected party

Replace all mercury-containing devices in lab with non mercury containing ones.

Supervisor's Comments			
<p>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.)  <b>Mercury containing equipment still remained in use by lab personnel. Incident would have been avoided entirely had the thermometer involved not contained mercury. Lack of awareness of mercury containing equipment could have contributed to dropping of the thermometer.</b></p>			
<p>Recommendations/Preventive Measures:  <b>ID and remove all mercury containing in the lab. Train members on identification of mercury containing devices.</b></p>			
Corrective Actions Target Date (yyyy/mm/dd): <b>2017/06/30</b>		Corrective Actions Complete Date (yyyy/mm/dd):	
Other Comments:			
EHS Review			
Last Name: <b>HAGGARD</b>	First Name: <b>ANGELINA M</b>	Phone Number: <b>+1 206 616-3442</b>	Email: <b>ahaggard@uw.edu</b>
Occupation/Position:		Department:	
Comments: <b>6/20/17 forwarded to Katia Harb, Denise Bender - Angie Haggard</b>			



# University of Washington Accident / Incident Report

Report Number: 2017-06-094

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: <b>Boechler</b>	First Name: <b>Nicholas</b>
Phone: <b>+1 206 221-6515</b>	Email: <b>boechler@uw.edu</b>
Occupation/Position: <b>ASSISTANT PROFESSOR</b>	Department: <b>ENG: Mechanical Engineering</b>
Date Reported (yyyy/mm/dd): <b>2017/06/30</b>	Time of Reporting: <b>06:02 PM</b>

## Person Involved or Affected

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

## Incident Details

Date of Incident (yyyy/mm/dd): <b>2017/06/30</b>	Time of Incident: <b>4:30 PM</b>	When Shift Begins: <b>N/A</b>
Campus: <b>Seattle</b>	Incident Location/Parking Lot: <b>AERO &amp; ENG RESCH</b>	
Room: <b>323</b>	Other:	

Incident Details:

- **Already described. Update: student checked by doctor and released from UW ER -- no injury.**
- **Spill was cleaned up withalconox, water, and paper towels, then the floor area was blocked off with signs while it dried.**
- **Waste pickup will be scheduled.**

Attachment: **No**

## Supervisor

Last Name: <b>Boechler</b>	First Name: <b>Nicholas</b>
Phone: <b>+1 206 221-6515</b>	Email: <b>boechler@uw.edu</b>
Occupation/Position: <b>ASSISTANT PROFESSOR</b>	Department: <b>ENG: Mechanical Engineering</b>

## Classification

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

## Type of Incident

Injury Description: **None,**

Body Parts Affected: **Arms,**

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

## Possible Causes

Equipment:

Environment:

Policies / Procedures:

Human Factors: **PPE Not Used, Failure to Follow Established Protocol/Procedures,**

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.) <b>The need for complete PPE needed to be re-emphasized.</b>			
Recommendations/Preventive Measures: <b>Held a full lab meeting and discussion this morning (July 5) to re-emphasize the importance of following safety procedures and lab SOPs, including the use of full proper PPE. Reminded all students in the lab that they should renew their safety training if it has expired or will expire soon.</b>			
Corrective Actions Target Date (yyyy/mm/dd): 2017/07/05		Corrective Actions Complete Date (yyyy/mm/dd): 2017/07/05	
Other Comments:			
EHS Review			
Last Name: <b>Bender</b>	First Name: <b>Denise E</b>	Phone Number: <b>+1 206 221-0368</b>	Email: <b>db58@uw.edu</b>
Occupation/Position:		Department:	
Comments:			



# University of Washington Accident / Incident Report

Report Number: 2017-07-007

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: <b>McQuaide</b>	First Name: <b>Eamon</b>
Phone: <b>+1 206 383-0875</b>	Email: <b>eamonm@uw.edu</b>
Occupation/Position: <b>PROGRAM OPERATIONS SPECIALIST</b>	Department: <b>ENG: Mechanical Engineering-Staff</b>
Date Reported (yyyy/mm/dd): <b>2017/07/05</b>	Time of Reporting: <b>09:24 AM</b>

## Person Involved or Affected

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

## Incident Details

Date of Incident (yyyy/mm/dd): <b>2017/07/02</b>	Time of Incident: <b>6:30 PM</b>	When Shift Begins: <b>N/A</b>
Campus: <b>Seattle</b>	Incident Location/Parking Lot: <b>ENGINEERING ANNEX</b>	
Room: <b>116A</b>	Other:	

Incident Details:

**[REDACTED]** was cutting a very small awkward material improperly on the bandsaw, not using the proper safety push bar, cutting vice, and correct instructed procedure. He was aware of this, and continued anyway. Then he cut his thumb resulting in 6 stitches. He turned off the machine, contacted the shopmaster, and the shopmaster closed the shop and made sure **[REDACTED]** received medical attention. He received stitches at Bartell Drug urgent care in U-Village.

Attachment: **Yes**

## Supervisor

Last Name: <b>McQuaide</b>	First Name: <b>Eamon</b>
Phone: <b>+1 206 383-0875</b>	Email: <b>eamonm@uw.edu</b>
Occupation/Position: <b>PROGRAM OPERATIONS SPECIALIST</b>	Department: <b>ENG: Mechanical Engineering-Staff</b>

## 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: **Machinery,**

## Possible Causes

Equipment: **Using Equipment Improperly,**

Environment: **Sharp Objects,**

Policies / Procedures: **Failure to Follow Procedures,**

Human Factors: **Failure to Follow Established Protocol/Procedures,**

<b>Suggested corrective action by the affected party</b>			
We reviewed the correct procedure for cutting that particular part, and I am aware of how to do it safely next time.			
<b>Supervisor's Comments</b>			
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.) <b>The user was in a rush, trying to get a job done quickly. In doing so, he bypassed the standard safety protocol, and held the part in one of the most dangerous ways possible.</b>			
Recommendations/Preventive Measures: <b>We reviewed the correct procedure for cutting the part, and he has a complete understanding of how to do it properly in the future.</b>			
Corrective Actions Target Date (yyyy/mm/dd): <b>2017/07/05</b>		Corrective Actions Complete Date (yyyy/mm/dd): <b>2017/07/05</b>	
Other Comments:			
<b>EHS Review</b>			
Last Name: <b>Corell</b>	First Name: <b>Emma K</b>	Phone Number: <b>+1 206 221-2852</b>	Email: <b>ealder@uw.edu</b>
Occupation/Position:		Department:	
Comments: <b>Forwarded to Denise Bender and Brandon Kemperman, EH&amp;S. 7/5/2017</b>			



# University of Washington Accident / Incident Report

Report Number: 2017-07-087

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: Computer Science & Eng-Grads JM Student
Date Reported (yyyy/mm/dd): 2017/07/17	Time of Reporting: 09:39 AM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: Computer Science & Eng-Grads JM Student

## Incident Details

Date of Incident (yyyy/mm/dd): 2017/06/15	Time of Incident: Can Not Be Determined	When Shift Begins: 9:00 AM
Campus: Seattle	Incident Location/Parking Lot: ALLEN CENTER FOR	
Room:	Other:	

Incident Details:  
 Wrist pain has developed from typing over time  
 Attachment: No

## Supervisor

Last Name: Dorough	First Name: Elise
Phone: +1 206 685-1369	Email: elised@uw.edu
Occupation/Position: ACADEMIC ADVISOR	Department: ENG: Computer Science & Eng - Karlin

## Classification

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

## Type of Incident

Injury Description: Pain, Irritation, Inflammation, Swelling,  
 Body Parts Affected: Hands, Wrists,  
 Cause of Injury or Damage: Ergonomic Issues, Repetitive Motions, Awkward Posture,

## Possible Causes

Equipment: Other,  
 Environment:  
 Policies / Procedures:  
 Human Factors:

## Suggested corrective action by the affected party

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**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.)  
**Pain likely caused by improper posture and extended periods of sitting and typing.**

Recommendations/Preventive Measures:  
**The Allen School is providing an adjustable desk. We can also provide other ergonomic equipment, as needed. Referred [REDACTED] to see a Physical Therapist if he would like ongoing treatment and/or further evaluation.**

Corrective Actions Target Date (yyyy/mm/dd): <b>2017/07/25</b>	Corrective Actions Complete Date (yyyy/mm/dd): <b>2017/07/25</b>
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Other Comments:  
**Adjustable desk has been installed. Advised student to let us know if anything else is needed.**

**EHS Review**

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



University-Wide (U-Wide) Health and Safety Committee  
July 12, 2017 Meeting Minutes  
1:00-2:30 pm Foege N130A

	<b>Elected Members (Group)</b>		<b>Appointed Members (Group)</b>		<b>EH&amp;S Staff</b>
X	<b>Leslie Anderson (1) Chair</b>		Chad Cook (2)		Jude Van Buren
x	Ryan Hawkinson (1)	x	Paul Zuchowski (3)	X	Denise Bender
x	Sterling Luke (2)	x	Beth Hammermeister (4)	x	Emma Corell
X	Justin Berry (3)	x	Liz Kindred (5)	x	Angelina Haggard
X	Carol Harvey (4)	x	Sonia Honeydew (9)	x	Robyn Kunsman
	Stephen Lundgren (5)		David Zuckerman (10)		
X	Maggie Luning (6)				
x	Tamara Leonard (6)				
X	Robyn Smidley (7)				
X	Kelly Carter-Lynn (7)				
	Alex Volkman (8)				
X	Hannah Wilson (8)				<b>Guests</b>
	Colleen Irvin (9)				
x	David Warren (10)				
x	Rick Gleason (Faculty Senate)				
	<b>Labor Union Representation</b>		<b>Ex-Officio Members</b>		<b>Ex-Officio Members</b>
	Paula Lukaszek, WFSE Local 1488		Michelle Doiron, Attorney General's Office		Chief John Vinson, UWPD
	Vacant, SEIU Local 1199		Tracey Mosier, Facilities Services	x	Jay Sedivy, Transportation Services
	Hannah Barnett, SEIU Local 925		Chris Pennington, Facilities Services		Letty Rogers, Risk Management
	Taylor Stepien, Graduate & Professional Student Senate (GPSS), UAW 4121		Steve Charvat, Emergency Management	x	Ron Fouty, Capital Planning & Development
			Eli King, Emergency Management		
			Stacie Smith, Emergency Management		
*x= Present at meeting [13 needed for quorum.]					

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## Agenda

1. Call to Order
2. Approval of Meeting Minutes
3. Elections for 2018-19 Health & Safety Committee Team
4. Organizational Group Reports
5. Union Reports
6. Ex-Officio Reports
7. Environmental Health & Safety (EH&S) Updates
8. Good of the Order
9. Adjournment

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Recorded by Robyn Kunsman

1. **Call to Order:** The meeting was called to order at 1:04 PM by Leslie Anderson.
2. **Approval of Meeting Minutes:** The June meeting minutes were approved.
3. **Elections for 2018-19 Health & Safety Committee Team:** Angie Haggard presented on the upcoming election process for Health & Safety Committee members. Elections will begin as early as August and continue until November. All committees should identify their election coordinators as soon as possible.
4. **Organizational Group Reports**
  - a. **Group 1:** Leslie Anderson and Ryan Hawkinson reported that Group 1 met earlier today. Jay Sedivy shared information regarding those involved in a fleet accident, and the proper protocol. The Emergency Readiness Committee meeting regarding upcoming Special Olympics was discussed by an attending member. The group is progressing with their charter.
  - b. **Group 2:** Sterling Luke stated that Group 2 met and reviewed OARS reports. Tracey Mosier shared FSA topic discussions. A new EAP has been approved, and there will be a fire drill soon to practice the new routes.
  - c. **Group 3:** Paul Zuchowski reported that Group 3 reviewed OARS reports. The group did additional reviews and edits of their charter.
  - d. **Group 4:** Beth Hammermeister reported that Group 4 reviewed OARS reports, their charter, and elections. Committee members were encouraged to participate in the Whole U Raise the Bar and save the date for the Lab Safety Seminar on September 26.
  - e. **Group 5:** Liz Kindred reported that Group 5 met and went over risk management. Harborview has spent less on worker's compensation in the past year. The effort to bring workers back to work sooner has been noticed by EH&S.

- f. **Group 6:** Maggie Luning reported that Group 6 did not meet.
- g. **Group 7:** Kelly Carter-Lynn reported that Group 7 reviewed OARS reports. Campus security and safety reported that the active shooter training went well and that a campus safety video is being created. The group discussed their charter. Safety bulletin boards are going up in all buildings. An addendum for APP draft has been completed. Their EH&S manager position is vacant.
- h. **Group 8:** Hannah Wilson reported that Group 8 did not meet.
- i. **Group 9:** Sonia Honeydew reported that Group 9 met to discuss OARS reports.
- j. **Group 10:** David Warren reported that Group 10 reviewed OARS reports. They discussed elections, and are starting work on their charter at the next meeting.

5. **Union Reports:** No members present.

6. **Ex-Officio Reports:** Stacie Smith reported that the Emergency Readiness Committee is getting a revamping. The group is in search of presenters for their upcoming meetings.

Jay Sedivy shared that distracted driving laws are changing in the state as of July 23, 2017. Cell phones must be out of drivers' hands, and can only be activated for use with one finger.

Ron Fouty stated that construction continues, and that campus housing will be open for the Special Olympics. Ron extended thanks to EH&S for handling the asbestos concern in Mechanical Engineering.

7. **Environmental Health & Safety Updates:** Emma Corell gave an update on current L&I inspections and the status of the Accident Prevention Plan project.

8. **Good of the Order:** A movie is being shot this week on campus. Email [disaster@uw](mailto:disaster@uw) with any info.

Sterling Luke shared that it is street painting season. Bushes are also being trimmed down around campus in attempt to cut out transient campsites.

9. **Adjournment:** Leslie Anderson adjourned the meeting at 2:26 PM.

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

August 9, 2017

1:00 – 2:30 PM

**William H. Foege Bldg. N-130A**

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

Regular Attendees:

- Current University-Wide Health and Safety Committee Members  
<http://www.ehs.washington.edu/ohssafcom/index.shtm>
- Environmental Health & Safety (EH&S) Staff:  
Jude Van Buren, Denise Bender, Emma Corell, Angie Haggard, Robyn Kunsman

Agenda Item	Lead	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
<a href="#">University Wide Large Event Planning SOP v3</a> and UW Annual Exercise update	Eli King, UW Emergency Management	Presentation	30 min
October Meeting – Tacoma	Angie Haggard	Discussion	5 min
Organizational Group Reports* and Election Update	Committee Members	Discussion	20 min
Union Reports	Union Representatives	Discussion	5 min
Ex-Officio Reports	Ex-Officio Members	Discussion	5 min
EH&S Updates	Emma Corell – L&I Update Emma Corell – APP Video	Discussion	10 min
Good of the Order	Committee Members	Discussion	10 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

\*Organizational Group Reports include topics covered at their most recent meeting

***Please send ideas for agenda items to Leslie Anderson at least 2 weeks prior to our meetings.***