

**Agenda – January 29, 2018**  
**Group 9 Health and Safety Committee (College of Engineering)**

**1. Welcome Back!**

Fiona Spencer or Eliot George, AA  
Colleen Irvin or Robyn Francisco, BioE  
Sean Yeung, CEE  
Michael Pomfret, CEI  
Kameron Harmon, ChemE  
Sonia Honeydew or Michael Glidden,  
CoE DO  
Tracy Erbeck or Sophie Ostlund, CSE

John Young, EE  
Angie Haggard, EH&S  
Stacia Green, HCDE (absent)  
Sheila Prusa, ISE  
Bill Kuykendall, ME  
Chris Adams, MoIES/NanoES  
Tatyana Galenko, MSE

**2. 2018-2019 New Committee Biennium Business**

- Introductions
- Elect a Chair and Vice-Chair
- Determine monthly meeting day, hour, and location
- Review committee purpose and responsibilities

**3. Previous Meeting Minutes**

- November 2017 – approve? Corrections?
- Previous meeting minutes are posted at <https://www.engr.washington.edu/mycoe/safety#>

**4. Department Incident Reports**

- ChemE – bumped head against plate on shelf (Nov)
- ChemE – cut hand with box cutter (Nov)
- CEE – injured back while loading boat trailer (Nov)
- EE/MoIES – punctured thumb with hypodermic needle (Nov)
- CEE – bruised from fall, trying to catch gas cylinder (Dec)
- MSE – bucket caught fire, extinguished (Dec)

**5. Group Business**

- Charter status
- Evacuation drill and fire/life safety survey status
- Evacuation plan (EEOP/FSEP) library status
- MyChem update status
- H&S-related board/committee survey results

**6. UW-Wide Meeting**

- Nov minutes attached
- Dec agenda attached – Colleen reports

**7. Department Updates**

*Next Meeting date and time TBD.*

*If we continue last biennium schedule: February 26<sup>th</sup>, at 3pm, in CSE 128*

# DRAFT Meeting Minutes

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

Meeting Date: Nov 27, 2017

### Attended

Colleen Irvin, BioE	Angie Haggard, EH&S
J. Sean Yeung, CEE	Stacia Green, HCDE
Kameron Harmon, ChemE	Sheila Prusa, ISE
Alexander Lefort for Tracy Erbeck, CSE	Bill Kuykendall, ME
Sonia Honeydew, DO	Chris Adams, MoIES/NanoES
Karen Liebert, EE	Tatyana Galenko, MSE

### Absent

Fiona Spencer or Eliot George, AA	Michael Pomfret, CEI
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### Previous Meeting Minutes

- October 2017 – draft minutes approved with corrections

### Guest: UWPD Sector Officer Shariff

- CoE is mostly **Sector 3**, west of 15<sup>th</sup>. North of Red Square is sector 1. Red Square and south is sector 2. The water side from Boat Street to Husky stadium is sector 4.
- **Officer Shariff** works Sector 3 Sunday-Wednesday, 6:30am-4:30pm.
- UWPD responds to most calls within **3 minutes**.
- CoE **homeless** regulars include Nancy and “the MIT lady”. Both may take food.
- After-hours security for **Physics Astronomy** Building area?
- **Locking buildings** is critical. Can set doors to lock when closed. Each building has own hours. Beware tailgating; talk to tailgaters if can.
- **Talk to suspicious persons** (during the day) if can. Addressing people is a deterrent to those who do not have business on campus. It lets them know we notice them. Don't confront people if sense danger; just hide and call UWPD.
- **Security crew checks inside** buildings. How get buildings onto their schedule? Franklin of UWPD checks every door in CSE. Email Anthony Stewart to ask about appropriate channel for additional security.
- **Panhandler** at Laurel Village.

## DRAFT Meeting Minutes

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

- **Fake media** bothering faculty – in public building, but if hindering public education, can ask to leave. If not a public event but open only to department-affiliated persons, then can kick them out. Safe Campus can speak to staff; Gillian Wickwire is new Safe Campus manager. Also ask for media helper at UWPD.
- If someone is annoying someone in a coffee shop, UWPD can “trespass” them for one year. But if don’t do that, UWPD can’t jail them next time.
- To limit who is welcome in building, see example of signage at Gates Law stairwell and elevator specifying “**students, staff, faculty, and their guests**”. This allows UWPD to “trespass” anyone else. Officer Sharif will send picture of Gates Law signage. Note additional example at More Hall, on a stand in the hallway. Sieg may want to copy this for department tea events.
- In contrast, the **HUB** is open and public. The library is public but uses a code of conduct.
- Buildings belong to state. **Public restrooms** on ground floors should be public(?), but restrooms on other floors could be limited.
- UWPD had a task force on **security cameras**, and yes they have a deterrent effect on bike theft. (You can also put benches near bike racks so more witnesses and more foot traffic – this was noted on heat map of bike theft.) Outside BB are cameras trained on bike racks. Inside building is state so tough to record (will check with commander on laws), but outside easier by law to record. Alex Lefort reports that Tracy is asking Officer Sletten about posted cameras in CSE. Sonia will ask Mike Sletten (task force lead) about security camera policies, which should be out soon.
- **Locking internal doors** is critical. Notice people checking doors to see which are unlocked.
- Custodial Services should call UWPD on **anyone found sleeping** when opening building. BioE drafting communication to occupants to call UWPD regarding suspicious persons after someone found sleeping in building. UWPD refers them to voluntary services.

### **Incident Reports**

- ME – palm punctured by drill, required stitches (Oct). Student employee works in shop, making stencil specimens. It is repetitive work. When pulled part out to release and pop loose, yanked and tail stock behind with drill bit poked into hand. Was rushing. Had been trained not to do that. Can’t move setup around. When encountered resistance, should have found another way to release part – adjust collet, loosen, and pop again.

## **DRAFT Meeting Minutes**

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

- CSE – hand pinched while maintaining robot arm (Oct). Not many obstacles in robotics lab, mainly just two robots. It would be better/safer with two people lifting robot. Was working on a Sunday, when difficult to find second person. Recommend not working by self. In this building, almost every lab is active during the weekend. Alex will ask PI about the SOP – is there a protocol for moving robots?

#### **Group Business**

- No December meeting for Group 9, but optional Power Plant tour 12/20
- H&S Committee training in January and February
- At our January meeting we will vote on Chair and Vice Chair

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

- October minutes in packet.
- November agenda in packet. Highlight: H&S Governance task force finishing.

#### **Department Updates**

- Nothing additional.

#### **Next Meeting**

- Jan 29<sup>th</sup> 2018 at 3pm, in CSE 128



# University of Washington Accident / Incident Report

Report Number: 2017-11-003

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: Chemical Engineering- Pozzo Lab JM Student
Date Reported (yyyy/mm/dd): 2017/11/01	Time of Reporting: 01:23 PM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: Chemical Engineering- Pozzo Lab JM Student

## Incident Details

Date of Incident (yyyy/mm/dd): 2017/11/01	Time of Incident: 8:30 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BENSON HALL	
Room: B13	Other:	

Incident Details:

I was close the back door in B13A and was not paying attention to a rusted metal plate sticking out from a shelf. My head hit the corner of the plate and got wounded.

Attachment: No

## Supervisor

Last Name: Pozzo	First Name: Lilo
Phone: +1 206 685-8536	Email: dpozzo@uw.edu
Occupation/Position: ASSOCIATE PROFESSOR	Department: ENG: Chemical Engineering

## Classification

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

## Type of Incident

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

Body Parts Affected: Head,

Cause of Injury or Damage: Broken Glass, Splinter, Sharp Furniture Edge, etc.,

## Possible Causes

Equipment: Inadequate Guards/Barriers,

Environment: Sharp Objects,

Policies / Procedures: Inadequate Planning, Preparation,

Human Factors: Inattention,

## Suggested corrective action by the affected party

Take the metal plate out and placed it at a more secured place without sticking out.

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>The cause of this accident was a misplaced metal part that should have been disposed (it was not being used) and also a distraction from the student, who was operating a door that had opened on its own near this metal piece.</b></p>			
<p>Recommendations/Preventive Measures:  <b>We removed the object that caused the injury and it was disposed. We also inspected the laboratory to make sure that no other objects or furniture were located in a position where they would be likely to cause a similar head collision injury in the future. Students in the group were informed of the accident and were reminded to always walk with care and awareness of their surroundings. No other corrective action was deemed necessary.</b></p>			
Corrective Actions Target Date (yyyy/mm/dd): <b>2017/11/07</b>	Corrective Actions Complete Date (yyyy/mm/dd): <b>2017/11/07</b>		
Other Comments:			
EHS Review			
Last Name:	First Name:	Phone Number:	Email:
Occupation/Position:		Department:	
Comments:			



# University of Washington Accident / Incident Report

Report Number: 2017-11-057

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: Chemical Engineering- Pozzo Lab JM Student
Date Reported (yyyy/mm/dd): 2017/11/15	Time of Reporting: 02:49 PM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: Chemical Engineering- Pozzo Lab JM Student

## Incident Details

Date of Incident (yyyy/mm/dd): 2017/11/15	Time of Incident: 2:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BENSON HALL	
Room: B15	Other:	

Incident Details:

I was using a box cutter to cut a thick zip-lock tie that enclosed a rubber sheet. After the tie was cut, the box cutter slipped into my left hand and I sustained a very small cut.

Attachment: No

## Supervisor

Last Name: Pozzo	First Name: Lilo
Phone: +1 206 685-8536	Email: dpozzo@uw.edu
Occupation/Position: ASSOCIATE PROFESSOR	Department: ENG: Chemical Engineering

## Classification

Level 1:  
Injury requiring first aid,

## Type of Incident

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

Body Parts Affected: Hands, Wrists,

Cause of Injury or Damage: Box Cutters, Knives, etc.,

## Possible Causes

Equipment: Using Equipment Improperly,

Environment: Sharp Objects,

Policies / Procedures: Inadequate Planning, Preparation,

Human Factors: PPE Not Used,

## Suggested corrective action by the affected party

Perhaps could have used a different tool to cut the tie (such as a pair of wire cutters). Also could have used cut-resistant gloves.

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.)

**Improper use of box cutter / knife. No use of adequate PPE such as cut-resistant gloves.**

### Recommendations/Preventive Measures:

**Review proper use of knives and cutting utensils with students during individual meetings and we sent an email reminding the rest of the research group that cut resistant gloves are available in the laboratory and should be used whenever cutting with blades or sharp objects.**

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

**2017/11/28**

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

**2017/12/05**

Other Comments:

## EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:





# University of Washington Accident / Incident Report

Report Number: 2017-11-063

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: [REDACTED]
Occupation/Position: RESEARCH ASSOCIATE	Department: ENG: Civil and Environmental Engineering-Neumann Lab
Date Reported (yyyy/mm/dd): 2017/11/16	Time of Reporting: 05:57 PM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: [REDACTED]
Occupation/Position: RESEARCH ASSOCIATE	Department: ENG: Civil and Environmental Engineering-Neumann Lab

## Incident Details

Date of Incident (yyyy/mm/dd): 2017/11/16	Time of Incident: 12:00 PM	When Shift Begins: N/A
Campus: Tacoma	Incident Location/Parking Lot:	
Room:	Other: Angle Lake	

Incident Details:  
back injury while loading boat trailer  
Attachment: No

## Supervisor

Last Name: Neumann	First Name: Rebecca
Phone: +1 206 221-2298	Email: rbneum@uw.edu
Occupation/Position: ASSISTANT 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),  
Injury involving lost work days,

## Type of Incident

Injury Description: Sprain, Strain, Twist,
Body Parts Affected: Back,
Cause of Injury or Damage: Overexertion, Overly Forceful Motions, Other,

## Possible Causes

Equipment:
Environment: Slippery, Uneven surface,
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.)

**Wet, slippery surfaces in an outside environment. Lifting heavy object.**

### Recommendations/Preventive Measures:

**Proper lifting technique can help avoid lifting injuries.**

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

**2017/11/22**

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

**2017/11/17**

### Other Comments:

**I will ensure all fieldworkers understand and practice safe lifting techniques. However, it is unclear that an injury could have been avoided given the uncontrolled nature of the outside environment (i.e., wet and uneven surfaces)**

## EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



# University of Washington Accident / Incident Report

Report Number: 2017-11-098

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: BIOLOGIST	Department: ENG: Electrical Engineering- Seelig Lab
Date Reported(yyyy/mm/dd): 2017/11/27	Time of Reporting: 07:37 PM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: BIOLOGIST	Department: ENG: Electrical Engineering- Seelig Lab

## Incident Details

Date of Incident(yyyy/mm/dd): 2017/11/27	Time of Incident: 10:00 AM	When Shift Begins: 8:00 AM
Campus: Not assigned to Campus	Incident Location/Parking Lot: MOLECULAR ENG BLDG	
Room:	Other:	

Incident Details:

While picking up plastic pipette tips left on the floor of the room (not usually used by me/the affected), thumb was punctured by hypodermic needle found on floor of MOLE 340B-3, possibly used in experiments involving recombinant DNA/RNA. Experiments in that room apparently involve human cell culture but no viral vectors/human blood.

Attachment: No

## Supervisor

Last Name: Seelig	First Name: Georg
Phone: +1 206 616-3885	Email: gseelig@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: ENG: Electrical Engineering

## Classification

Level 1:  
Injury requiring first aid,

## Type of Incident

Injury Description: Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound), Exposure to Potential Biohazardous (Infectious) Material,

Body Parts Affected: Fingers,

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

## Possible Causes

Equipment: Inadequate Maintenance,

Environment: Poor Housekeeping, Sharp Objects,

Policies / Procedures: Failure to Follow Procedures,

Human Factors: Failure to Follow Established Protocol/Procedures,

## Suggested corrective action by the affected party

Require more regular cleaning/adherence to sanitary policies by lab personnel who use the room. Possibly ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.

install basic equipment (brooms/sharps disposal were not found in the room or nearby)

### 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.)

Many different researchers use the cell culture room occasionally with no single user in charge. We have previously tried to establish a system where responsibility rotates weekly between users but clearly this has not worked over the long term. In the end, this is probably a failure of oversight from my part.

**Recommendations/Preventive Measures:**

We will print out a checklist of cleanup and maintenance tasks (e.g. empty waste, refill 70% ethanol, empty sharps containers, swipe floors, ...) that need to be completed weekly and assign different researchers to perform the cleanup each week. I will be more directly involved in enforcing good practices in the cell culture room and making sure that the good practices are followed.

Corrective Actions Target Date (yyyy/mm/dd):  
2017/11/28

Corrective Actions Complete Date (yyyy/mm/dd):  
2017/11/29

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>
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Occupation/Position:	Department:
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Comments: 11/28/17 forwarded to OHN, Eric Stefannson, Zara Llwellyn, Katia Harb - Angie Haggard



# University of Washington Accident / Incident Report

Report Number: 2017-12-015

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: <b>Yeung</b>	First Name: <b>Jeremy</b>
Phone: +1 206 543-2547	Email: <b>jsean@uw.edu</b>
Occupation/Position: <b>LABORATORY MANAGER</b>	Department: <b>ENG: Civil and Environmental Engineering-Staff</b>
Date Reported (yyyy/mm/dd): <b>2017/12/04</b>	Time of Reporting: <b>09:13 AM</b>

## Person Involved or Affected

Last Name: <span style="background-color: black; color: black;">████████</span>	First Name: <span style="background-color: black; color: black;">████████</span>
Phone:	Email: <b>injury@u.washington.edu</b>
Occupation/Position: <b>RESEARCH TECHNOLOGIST 1 (NE H SEIU 925 RT)</b>	Department: <b>ENG: Civil and Environmental Engineering-Staff</b>

## Incident Details

Date of Incident (yyyy/mm/dd): <b>2017/12/04</b>	Time of Incident: <b>9:00 AM</b>	When Shift Begins: <b>N/A</b>
Campus: <b>Seattle</b>	Incident Location/Parking Lot: <b>MORE HALL</b>	
Room: <b>Gas shed</b>	Other:	

Incident Details:

Gas cylinder (T size) fell over while moving from cart to wall. ████████ also fell with the cylinder while attempting to prevent the cylinder from falling. The cylinder was empty, and hit an empty 20 lb propane tank on the way down, denting the valve guard. We were extremely fortunate that the cylinder did not land on top of ████████ in any way, nor was she pinched between the cylinder and tank. She has bruises on her elbow, hip, and knee, but no broken skin.

Will visit Hall Health as precaution, since back is feeling sore.

Attachment: **Yes**

## Supervisor

Last Name: <b>Yeung</b>	First Name: <b>Jeremy</b>
Phone: +1 206 543-2547	Email: <b>jsean@uw.edu</b>
Occupation/Position: <b>LABORATORY MANAGER</b>	Department: <b>ENG: Civil and Environmental Engineering-Staff</b>

## Classification

Level 1:  
Injury requiring first aid,

## Type of Incident

Injury Description: **Bruise, Contusion,**

Body Parts Affected: **Elbows, Back, Hip, Pelvis, Knees,**

Cause of Injury or Damage: **Fall of Less than 6', or on Stairs, Overexertion, Overly Forceful Motions, Struck or Pinched by Moving Object,**

## Possible Causes

Equipment:

Environment:

Policies / Procedures: **Inadequate Support, Assistance,**

Human Factors: **Loss of Balance,**

**Suggested corrective action by the affected party**

██████████ will have another person present when moving cylinders.

**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.)

Arriving at the shed, ██████████ put the cart vertical, then removed the strap. When shifting the cylinder off of the cart, she allowed it to angle too far from upright. As it began to fall, she attempted to push it back, but ended up falling with it. Her hands were on the cap, and she landed next to the cylinder.

**Root causes:**

- > tilting the cylinder too far
- > attempting to prevent the cylinder from falling

**Recommendations/Preventive Measures:**

We will go over proper gas cylinder handling techniques and practice moving them. For now, we will have an extra hand available when moving cylinders.

Corrective Actions Target Date (yyyy/mm/dd):  
2017/12/08

Corrective Actions Complete Date (yyyy/mm/dd):  
2017/12/07

**Other Comments:**

Reviewed gas cylinder handling techniques. In the future, I will accompany ██████████ when she moves cylinders. Also sent email out to lab with reminders on handling cylinders safely.

**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>12/4/17 forwarded to Denise Bender, Mark Murray, Tracy Harvey - Angie Haggard</b>			





# University of Washington Accident / Incident Report

Report Number: 2017-12-098

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: [REDACTED]
Occupation/Position: SCIENTIFIC INSTRUCTIONAL TECHNICIAN 2 (NE S SEIU 925 NON SUPV)	Department: ENG: Materials Science and Engineering- Lab Operations
Date Reported (yyyy/mm/dd): 2017/12/28	Time of Reporting: 08:59 AM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: [REDACTED]
Occupation/Position: SCIENTIFIC INSTRUCTIONAL TECHNICIAN 2 (NE S SEIU 925 NON SUPV)	Department: ENG: Materials Science and Engineering- Lab Operations

## Incident Details

Date of Incident (yyyy/mm/dd): 2017/12/21	Time of Incident: 3:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MUELLER HALL	
Room: 176	Other:	

Incident Details:

I, [REDACTED], was training one of our TA on a procedure that we have not done before. This procedure includes pouring molten metal into a mold that was placed inside a bucket of sand. During the pouring process the excess molten metal seeped out of the mold, unto the sand and eventually touched the bucket, the bucket then started to smoke and caught on fire. I grabbed the fire extinguisher and put the fire out. No one got hurt, the fire was put out. We updated the procedure, the mold and the sand is now placed into a large metal container that will not catch on fire.

Attachment: No

## Supervisor

Last Name: Kuykendall	First Name: Tuesday
Phone: +1 206 221-2678	Email: tuesday@uw.edu
Occupation/Position: LAB MANAGER	Department: ENG: Materials Science and Engineering

## Classification

Level 2:  
Fire or Explosion,

## Type of Incident

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

## Possible Causes

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



**Suggested corrective action by the affected party**

We will now place the mold and the sand into a metal container.

**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.)  
**New process - wrong equipment**

Recommendations/Preventive Measures:  
**Use right equipment**

Corrective Actions Target Date (yyyy/mm/dd): <b>2017/12/28</b>	Corrective Actions Complete Date (yyyy/mm/dd): <b>2017/12/28</b>
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Other Comments:

**Second Higher Authority Review**

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

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:

University-Wide (U-Wide) Health and Safety Committee  
November 8, 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)	X	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	Liz Kindred (5)	X	Angelina Haggard
	Carol Harvey (4)	X	Sonia Honeydew (9)	X	Robyn Kunsman
	Stephen Lundgren (5)		David Zuckerman (10)	X	Doug Gallucci
X	Maggie Luning (6)				
X	Tamara Leonard (6)				
	Melissa Banks (7)				<b>Guests</b>
	Kelly Carter-Lynn (7)				
	Alex Volkman (8)				
	Hannah Wilson (8)				
	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	X	Tracey Mosier, Facilities Services	X	Jay Sedivy, Transportation Services
	Vacant, SEIU Local 925		Chris Pennington, Facilities Services		Vacant, Risk Management
	Taylor Stepien, Graduate & Professional Student Senate (GPSS), UAW 4121		Steve Charvat, Emergency Management		
		X	Eli King, Emergency Management		
			Stacie Smith, Emergency Management		
*x= Present at meeting					

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## Agenda

1. Call to Order
  2. Approval of September & October Meeting Minutes
  3. Health & Safety Governance Task Force Update
  4. December Meeting – Recognition
  5. Organizational Group Reports & Election Updates
  6. Union Reports
  7. Ex-Officio Reports
  8. Environmental Health & Safety (EH&S) Updates
  9. Good of the Order
  10. Adjournment
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Recorded by Robyn Kunsman

1. **Call to Order:** The meeting was called to order at 1:07 PM by Leslie Anderson.
2. **Approval of Meeting Minutes:** The September and October Meeting Minutes were approved as corrected.
3. **Health & Safety Governance Task Force Update:** Leslie Anderson said that the Provost is to be presented with proposed process improvements at the end of November.
4. **December Meeting – Recognition:** Angie Haggard shared that December's meeting will be in recognition of the work done in 2017 by U-Wide members. Members were encouraged to bring a treat to share at December's meeting.
5. **Organizational Group Reports & Election Updates**
  - a. **Group 1:** Leslie Anderson and Ryan Hawkinson reported that Group 1 met earlier today. The group reviewed the Online Accident Reporting System (OARS) reports. Election ballots have gone out, and their charter is nearing completion. Two new members have joined HSC 1. The Health and Safety Governance Task Force was also discussed.
  - b. **Group 2:** Sterling Luke stated that Group 2 will continue their meeting tomorrow. Sterling brought up the importance of chocking forklifts when parked after noticing a couple of instances around campus where this was not the case. Wheelchair visibility was also another concern brought to the committee's attention.
  - c. **Group 3:** Paul Zuchowski reported that Group 3 reviewed OARS reports. Their elections are finished, and their charter is complete.
  - d. **Group 4:** Beth Hammermeister reported that the Group 4 subcommittee is still undergoing elections. Facilities Services presented at their meeting on funding. Denise

Bender from EH&S also presented on indoor air quality. Group 4 reviewed OARS reports.

- e. **Group 5:** Liz Kindred reported that Group 5 focused their discussion on chemical exposures, especially sensitivity to bleach. Voting for their elections will take place over the next two weeks.
- f. **Group 6:** Maggie Luning reported that Group 6 met and reviewed OARS reports. Their ballot will close this Friday, and will begin working on their charter. Safety concerns about the Humans vs Zombies game on campus were discussed amongst the committee.
- g. **Group 7:** Stefan Kaelber, a first time attendee, reported that Group 7 has begun their election process. EH&S position posted.
- h. **Group 8:** No representation.
- i. **Group 9:** Sonia Honeydew reported that Group 9 has completed their election process, as well as their charter. They are awaiting an update on the Security Camera Task Force. The group did not have OARS reports to review. The group is trying to inform about Green Dot program differences.
- j. **Group 10:** David Warren reported that Group 10 reviewed OARS reports. Voting for elections is expected to wrap up this week. Their charter is under review.

**6. Union Reports:** No representation.

**7. Ex-Officio Reports:** Lt.Chris Jaross (UWPD) presented on an upcoming Trespass Task Force.

Eli King (UWEM) shared that the Strategic Retreat at Friday Harbor Labs took place last week, and Special Olympics planning continues.

Tracy Mosier (Facilities Services Safety) reported on slips and falls focus in Building Services related to accumulation of leaves and darkness.

Rick Gleason (Faculty Senate) thanked Tacoma for hosting the last U-Wide meeting. He also thanked Facilities Services for their work.

Jay Sedivy (Transportation Services) reported on the Learning Management System search affecting various departments on campus, and offered his assistance in the search and in sharing about Transportation's experience with Bridge. He also shared that seatbelt compliance of UW drivers was at 100% when last surveyed at two different locations.

**8. Environmental Health & Safety Updates:** Emma Corell gave an update on L&I reports involving Harborview dispatchers, FS scaffolding), and FS lockout-tagout in the power plant.

Training will be available for new U-Wide members soon as elections are expected to come to completion.

Jude Van Buren brought up a concern regarding motorized skateboards/hoverboards on campus.

9. **Good of the Order:** Sterling Luke commended UWPD for de-escalating a recent fight that he witnessed on campus.
10. **Adjournment:** Leslie Anderson adjourned the meeting at 2:18 PM.

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

December 13, 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  
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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
Organizational Group Reports* and Election Update	Committee Members	Discussion	20 min
Union Reports	Union Representatives	Discussion	10 min
Ex-Officio Reports	Ex-Officio Members	Discussion	10 min
EH&S Updates	L&I Updates Upcoming New Member HSC Training	Discussion	10 min
Recognition	Committee Members	Discussion	35 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.***