

**Agenda – October 26, 2015**  
**Group 9 Health and Safety Committee (College of Engineering)**

**1. Attending**

Fiona Spencer, AA  
Colleen Irvin, BioE  
Sean Yeung, CEE  
John Young, EE  
Cassie Atkinson-Edwards, HCDE  
Sheila Prusa, ISE

Bill Kuykendall, ME  
Chris Adams, MoES  
Tatyana Galenko, MSE  
Sonia Honeydew, DO  
Emma Alder, EH/S

**2. Absent**

Tracy Erbeck, CSE  
Michael Glidden, DO  
Arne Biermans, ChemE

**3. Guest Speaker: Scott Preston on Husky Ready (BARC)**

- Updated state law regarding business continuity planning
- What is appropriate level to complete this --dept? dept area? Lab?
- Suggestions re: design?
- UW Resilience Workgroup wants to know each group's status

**4. Previous Meeting Minutes**

- August 2015 – approve? (lacked quorum in Sept)
- September 2015 – approve?

**5. Department Incident Reports**

- BIOE – slipped and twisted ankle (July)
- BIOE – contractor spilled chemical (July)
- No new OARS reports in September
- MoES – no OARS report on gas detection incident – follow-up?

**6. UW-Wide Meeting**

- September notes attached
  - Evac Drill Subcom Rpt: Reviewed add'l BC survey results; will send to U-wide when graphed. Drafting email to volunteers. Researching how peer institutions handle centralized scheduling of drills. 10/6 Leslie meets with Interim Provost.
  - Aging Fire Alarm Systems (Mark Murray, EH&S): There are 16 small bldgs w/aging fire alarm systems not required by code; remove or replace? Asking Groups for input. May affect indoor alert systems. Note that some bldgs w/o FA systems may have sprinkler systems.
  - Group Reports: Group 3 notes that HFS now require “cut gloves”, which should reduce incidence of lacerations.
  - L&I Updates: remind everyone not to store things in front of electrical panels, and do make sure panel covers are on. Also, check inventory of “confined spaces” – <http://www.washington.edu/facilities/fsworks/resources/confinedspace/list> -- identify locations in your area and raise awareness about entry requirements because next fine at UW will be expensive!
  - Flu Shot Update: Flu shot now available for all employees, students, and volunteers. Last year's vaccine wasn't as effective (they guessed incorrectly about popular strains), but it still helped. This year's should be significantly better. There are vaccine choices. Recommend getting flu shot by October. Also, cover coughs and wash hands.

- October agenda attached
  - Workers Comp report: First 66 days important stay-at-work incentive; L&I reimburses UW – almost \$1 million so far. WA is only state where workers pay own workers comp (9 cents on dollar?). Workers comp presentation will be on Claims website. Contact with any claim-related question – [claims@uw.edu](mailto:claims@uw.edu).
  - Evac Drill Subcomm Rpt: Rewriting APS on BCs. ED vs. BC run evac drills?
  - Group Reports:
    - “ICE” number on your cell phone not useful if phone locked; consider taping emergency number to outside (also useful if no power).
    - Savery evacuation maps not available to students/staff?
    - Tacoma safety problem: syringes stowed in toilet seat cover holder.
    - Can/should we override kid/parent/employee request to NOT call 911 after a head injury? Tracy Mosier will talk to Risk Management.
    - Group 10 Dean's Office wants to check EEOP updates, MyChem updates, and evacuations – will pay for evac maps where needed.
    - Finance and Facilities – we're essential personnel but not evacuation training; should get walk-through of building on first day with new employee packet/orientation. Facilities Services should be telling BCs when working in building (so BC's know they're there in the event of an evacuation). Supervisors of FS and CS responsible to know your whereabouts.
    - Clarify re: warning about not blocking electric panels (L&I risk): even if not blocking the panel door, still can't store anything under the panel!
  - Transportation Services: met with King County and Sound Transit to prepare for huge increase in population on campus with the new transit centers by the stadium and in the U-Dist. BG Trail detour (from 15<sup>th</sup> through Rainier Vista, including Hitchcock bridge) through Mar/Apr 2016.
  - EH&S Staffing: Interviewing ergonomists – should fill position in next few weeks. Should fill position of Industrial Hygienist by end of year. Diving Safety. Interviewing for Occupational Health Nurse Manager. May change Sherry Baron's position.
  - Now another wastestream: yellow sharps. These are containers for needles that came into contact with drugs. There is a website and a poster.

## **7. Group Business**

- EOC visit (field trip) scheduled for Nov 2015.
- Did your building participate in the Great Shakeout? If so, how did it go? If not, why not?
- Did you know that Amy Lim of EH&S Radiation Safety can provide free signage re: lasers?
- Which CoE departments include a biological component in their research? It's National Biosafety Stewardship month, per EH&S; info via UWBiosafety listserv.
- Sustainable UW Festival @ MoES and Clean Energy Institute on 10/29.
- Evac Drill Subcomm Rpt: We have provost support for scheduled drills across campus. EH&S considering repurposing Evac Warden training to include Building Coordinators and Dept Administrators... more of a building emergency training that addresses different types of emergencies, and when to evacuate vs. shelter in place. Also, Campus Security Advisory Committee may add active shooter scenario to EEOP. Checking on status of UW-specific active shooter training video idea.
- Emma clarify that we can't even store items below electric panels – alert your Pls.

## **8. Department Updates**

## **9. Next Meeting**

- November 30th at 2pm, in ~~CSE 128~~ **at UW Emergency Operations Center (EOC) at the UW Tower**

## DRAFT Meeting Minutes

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

**Meeting Date: September 28, 2015**

#### **Attended**

Arne Biermans, ChemE  
Emma Alder, EH&S  
Tatyana Galenko, MSE (welcome! 4 yrs  
working in lab)

Fiona Spencer, AA  
Cassie Atkinson-Edwards, HCDE  
Sonia Honeydew, DO  
Sheila Prusa, ISE

#### **Absent**

Tracy Erbeck, CSE  
Colleen Irvin, BioE  
Chris Adams, MoIES  
J. Sean Yeung, CEE

Bill Kuykendall, ME  
Michael Glidden, DO  
John Young, EE

#### **Previous Meeting Minutes**

- August 2015 – lacking quorum to vote

#### **Incident Reports**

- None for August
- BIOE – slipped and twisted ankle (*discuss at next meeting*)
- BIOE – contractor spilled chemical (*discuss at next meeting*)
- MoIES gas detector incident should have generated an OARS report. Normally dept submits; EH&S checks for report whenever they're aware of incident. In October ask Chris and Emma whether dept could install more specific gas detector, or EH&S could purchase one (perhaps just a chip upgrade).

#### **UW-Wide meeting**

- August Minutes attached
  - Young Kim is new Fire and Life Safety Professional, doing building fire system surveys and reviewing EEOPs.
  - Updated EH&S guide to H&S Committee Elections is at <http://ehs.washington.edu/ohssafcom/electguide.pdf>
  - Evac Drill Subcomm Rpt: BC survey summarized at UWEM's BC summit. Half responded. "Fear of disruption to services" is a prime barrier to executing evac drills.
  - Group Reports – presentations Group 9 could request include bees/wasps/pests by Charles Easterberg, or UWEM report on latest exercise Royal Flush. There is interest in bees/wasps/pests presentation May or June 2016.

## DRAFT Meeting Minutes

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

- Ex-Officio Reports – Transportation Services has new driver training. EH&S will attend more union meetings to open up conversations about employee safety.
- September Agenda attached
  - Evac Drill Subcom Rpt: Reviewed add'l BC survey results (Group 9 would like a copy); will send to U-wide when graphed. Drafting email to volunteers. Researching how peer institutions handle centralized scheduling of drills. 10/6 Leslie meets with Interim Provost.
  - Aging Fire Alarm Systems (Mark Murray, EH&S): There are 16 small bldgs w/aging fire alarm systems not required by code; remove or replace? Asking Groups for input. May affect indoor alert systems. Note that some bldgs w/o FA systems may have sprinkler systems. Tatiana asking Tuesday about lab in Wilson Annex. Sieg has no suppression system.
  - Group Reports: Group 3 notes that HFS now require “cut gloves”, which should reduce incidence of lacerations.
  - L&I Updates: remind everyone not to store things in front of electrical panels, and do make sure panel covers are on. Also, check inventory of “confined spaces” – <http://www.washington.edu/facilities/fsworks/resources/confinedspace/list> -- identify locations in your area and raise awareness about entry requirements because next fine at UW will be expensive! You can always ask EH&S if a space might be considered a confined space; any space where personnel could be trapped, where people don't regularly work, where they are hazards or limited egress.
  - Flu Shot Update: Flu shot now available for all employees, students, and volunteers. Last year's vaccine wasn't as effective (they guessed incorrectly about popular strains), but it still helped. This year's should be significantly better. There are vaccine choices. Recommend getting flu shot by October. Also, cover coughs and wash hands.

### Group Business

- Election results. EH&S training in January.
- Feedback on UW Indoor Alert System test 9/9?
- Feedback to EH&S re: small bldg fire alarm remove/replace: Kirsten needs; Wilson Annex not.
- Feedback requested by UW Resiliency Working Group: what percentage done Husky Ready at dept or lab level? Know it exists? Feedback on design? Group not familiar. Will share link or bring in guest speaker/expert.
- Feedback to Evac Subcom and UWEM re: suggested updates to APS defining BC role? <http://www.washington.edu/admin/rules/politices/APS/13.04.html>.
  - 3b: rather than “may”, BC “should” function or serve as Evacuation Director (or another qualified individual should)
  - 3f: where multiple depts in bldg, need to establish guidelines of what areas BC in charge of. Some BCs only have keys for their dept, and each dept issues own.
  - 3g: does anyone use Building Permits? Only ChemE recognized, and just use as a formality.
- Update re: goggle request idea. ISE doesn't need any.
- Update re: organized CoE drill dates. Early November? While here, not holiday week.
- Shall we schedule another EOC visit (field trip) for Oct, Nov, or Dec? Or wait for new biennium group? Preferred next month or two. Scheduled for November 2015.
- School starts this week. Does your dept remind fac/staff/students about safety procedures and resources at this time of year? How? Share best practices.

## DRAFT Meeting Minutes

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

- Send links to instructors w/attached PDFs showing what to do in evacuation.
- Give orientation for undergrad and grad students including tour of labs and tell safety info as go.
- Lab members go through checklist with PI to make sure taking all necessary training.
- Post evacuation routes.
- Idea: Dean's Office feed language for every syllabus to every class re: evacuation, resources, general safety info... at least share UW Safety portal address.
- FYI: Alert Seattle
- FYI: EH&S newsletter topics included lab freezer cleanout, preparing for chem spills, new lab recycling flyer, new PI Guide(!), Training Transcript (beta; try it out at <https://myresearch.washington.edu/training/transcript/>; may be another aspect – to customize history of what training needed – interfaces with grants?). Rec sign up for this and UWEM newsletter.
- FYI: Safe Campus has now met with most CoE depts in effort to reach out, describe Safe Campus function, and increase awareness that all employees required to take Workplace Violence Prevention training every two years. Goal to schedule trainings with each dept before Spring.

#### **Department Updates**

- ChemE – Benson keys. Arne will ask Debbie about cost of just exterior CAAMS doors (4).

#### **Next meeting**

10/26, at 2pm in CSE 128.

## DRAFT Meeting Minutes

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

Meeting Date: August 24, 2015

#### Attended

J. Sean Yeung, CEE  
Emma Alder, EH&S  
Chris Adams, MoIES  
Bill Lynes for John Young, EE  
Tuesday Kuykendall and Tatyana Galenko  
for Karen Wetterhahn, MSE

Sam England for Fiona Spencer, AA  
Cassie Atkinson-Edwards, HCDE  
Bill Kuykendall, ME  
Sonia Honeydew, DO  
Jenny Dutton for Sheila Prusa, ISE

#### Absent

Tracy Erbeck, CSE  
Norbert Berger, BioE

Arne Biermans, ChemE  
Michael Glidden, DO

#### Guest Speaker: Siri-Elizabeth McLean of UWEM re: earthquake preparedness

- UWEM here to help mitigate against/prepare for/respond to/recover from incident. Their exercises practice running the coordination center for situational awareness and decision making.
- Preparedness pyramid – work on base things first:
  1. Individual/Employee personal preparedness (disaster kit, out-of-area contact, family plan)
  2. Unit/Dept business continuity planning (“Husky Ready/BARC” plan)
  3. Building emergency evacuation operations plan (EEOP)
  4. Your campus area’s Unit Response Center (URC)
  5. U-wide All-Hazards Emergency Management Planning Center (EMPC)
- Emergency (call 911) vs. Disaster (emergency responders overwhelmed so you must be self-sufficient)
- Earthquakes in the PNW
  - During quake: DROP, COVER, HOLD (**not** a doorway or the fictitious triangle of life)
    - Drop to ground away from windows
    - Cover torso and neck/head
    - Hold onto desk etc
  - Due to decent U.S. building codes, we expect bldgs to stay intact, but fear non-structural items. To mitigate, tie down or lower high-flying objects (books, lamps, pictures, plants).
  - Under-the-bed preparedness items, in drawstring bag tied to foot of bed: hard hat, headlamp, shoes, gloves, goggles, dustmask
  - Ring of Fire – volcanoes form subduction zone. Nisqually quake in '01 a hiccup compared to what could expect.
  - Harder soil on West coast – don’t feel quakes as far away
  - Triple threat here in Seattle:
    - Deep (Juan de Fuca vs. N. American plate) – we had 6.5, 6.8, 6.8 in '49, '65, '01

# DRAFT Meeting Minutes

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

- Subduction (also Juan de Fuca vs. N. American plate) -- Cascadia Subduction Zone is 700 mi long, No. CA to BC – expect quick tsunamis.
    - Coastal/Surface faults – all three UW campuses are near one. Potential for tsunami max 16’.
  - Liquefaction, where old water beds (valleys, where rail lines built). Now mitigating rail lines but W.S. bridge will be lost. Seattle is a lot like Christchurch NZ (liquefaction, surface faults).
  - Water lines and gas lines will break (gas line breaks may cause fires)
  - Transportation infrastructure will clog and have blockages so expect to stay at home or work for days. Don’t drive; stay put. UW does not have stockpiles of food and water so store some at work.
  - In June 2016 there is a 4-day multi-state subduction zone earthquake exercise; UW EOC participating for 2 days.
  - Prevent damage caused by quake: latches on cupboards, non-skid shelf liner, quake mats under computers, furniture and large objects attached to walls. Siri can do walk-through of workspace to spot quake damage mitigation opportunities
- All-Hazards Preparedness
    - Critical Infrastructures (all connected): personal preparedness for each sector
      - Agriculture (stockpile food, and change out supplies periodically)
      - Water (stockpile water, and change out supplies periodically)
      - Public Health and Emergency Services (take First Aid class, have supplies)
      - Information and Telecommunications (emergency radio)
      - Energy (solar panels?)
      - Banking and Finance (have some cash on hand)
      - Transportation and Shipping (know that help will take time)
    - Be prepared to be self-sufficient for 7 days
    - Emergency supplies (and maintain list of supplies for each kit):
      - Water
      - Food
      - Light
      - Communications
      - Medical supplies
      - Warmth/shelter
      - Sanitation (emergency toilet)
      - Tools/equipment
      - Entertainment
      - Personal items, like heavy-duty shoes
      - Pet preparedness
    - Information and Communication
      - Out-of-area contact cards – far out of area, like East coast is best. Have paper card in wallet, as cell phone may have lost power. Make communication plan with family.
      - Red Cross app: Safe and Well (text?)
      - Whistle (tape an extra under desk, so can signal for help if blocked in)
      - Emergency radio
    - Get involved and help each other
      - First Aid training
      - Community Emergency Response Training (CERT)

## DRAFT Meeting Minutes

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

- Seattle Neighbors Actively Prepare (SNAP)
- Map Your Neighborhood (MYN) – identifies what to do in golden hour, first hour after event
- Medical Reserve Corps
- UW Emergency Communications
  - UW Alert
  - Emergency Blog
  - Website Banner
  - Indoor Alert
  - Outdoor Alert
  - American Red Cross Safe And Well
- Resources
  - HuskyEM.org – these slides available on website
  - video “Ways to Survive”.org
  - documentary: Cascadia Under Fire

#### Previous Meeting Minutes

- June 2015 – approved
- (there was no July meeting)

#### Incident Reports

- CEE – test tube punctured hand
- AA – air arc
- MSE – chemical reaction in fume hood (This is a good teaching tool on the importance of SOPs and PPE. UGs need more training; now repeated quarterly there.)
- BIOE – slipped and twisted ankle (*discuss at next meeting*)
- BIOE – contractor spilled chemical (*discuss at next meeting*)
- CEE – methanol slid down arm into glove
- DO – cart ran over foot

#### UW-Wide meeting

- July Minutes attached
  - Sherry Baron leaving UW EH&S after this week – to King Co., Industrial Hygienist. Katia handling her projects.
  - Evac Drill Subcommittee Update: Put together survey for Bldg Coord summit early Aug, fwded to Charvat to OK and send out. Survey solicits info on their understanding of BC role, support, training.
  - Group reports – focused on election coordinator selection and complete representation.
  - Tour of Bothell campus.
- August Agenda attached
  - Young Kim is new hire at EH&S Building and Fire Safety
  - EH&S Health and Safety Committee Elections Guide has been updated



## DRAFT Meeting Minutes

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

- Evacuation Drill Subcommittee Update: Leslie Anderson spoke at UWEM's Annual BC Summit – gave summary of BC survey results identifying challenges to planning evac drills, esp pressure not to interrupt academics and research.
- Group Reports: election updates; Ex-Officio report from Transportation Services indicates that they do not intend to make the greenway around 12<sup>th</sup> Ave a bicycle connection where bikes do not need to dismount, because it is a busy pedestrian area. Also, there is new online driver safety training for the U-Car program.

#### Group Business

- Committee elections via Catalyst: status of nominations (8/17-31); elections will be 9/9-9/23.
- Re: last month's idea of CoE ordering large quantities of goggles with CoE logo – how many (ballpark #) and what type (chem resistant vs. impact resistant) would your department like, if we can do this? Sonia will email after meeting. Tuesday says that she makes her lab members buy their own goggles and lab coats, as it makes them more likely to wear and take care of the PPE.
- Re: scheduling CoE building drills: What would be a good week? January was suggested. HCDE said not 9/22. CEE asked for before Aut qtr (at least instructors would be trained). MSE advises that their other two bldgs would probably not be included. MoIES drill was 1.5 mo ago and went very smoothly (hybrid planned/surprise). ME just had floor warden training last week; ME and Eng Annex evac drill went well this morning, though visiting students in English class on 2<sup>nd</sup> floor confused about what to do until helped along.

#### Department Updates

- EH&S – Ed Havey, ergonomic specialist, left EH&S. Email Cheryl Schwartz (Ed's boss) and she'll direct inquiries to Emma and Phil Numoto. They're prioritizing situations with medical needs.

#### Next meeting

9/28, at 2pm in CSE 128.

*Accident Summary Report*

*HSC 9*

*9/1/2015 to 9/30/2015*

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<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
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## University-Wide Health and Safety Committee Meeting Agenda

October 14, 2015

1:00 – 2:30 PM

### Foege N130A

#### Regular Attendees:

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

Agenda Items	Persons Responsible	Process	Time
Call to Order	Leslie Anderson, Chair		
Workers' Compensation 2015 Report	Wendy Winslow-Nason	Presentation	30 min
Approve Meeting Minutes	Leslie Anderson	Robert's Rules of Order	5 min
Evacuation Drill Subcommittee Update	Leslie Anderson	Presentation	5 min
Organizational Group Reports	Committee Members	Discussion	10 min
Union Reports	Union Representatives	Discussion	5 min
Ex-Officio Reports	Ex-Officio Members	Discussion	5 min
Election Update	Emma Alder	Discussion	5 min
November 10 <sup>th</sup> Meeting	Leslie Anderson	Discussion	5 min
EH&S Report	Emma Alder: L&I Update Katia Harb: Staffing Update	Discussion	10 min
Good of the Order	Committee Members	Discussion	10 min
Adjourn	Leslie Anderson		

Next Meeting: 11/10/2015 – **Foege N130A**

**University-Wide Health and Safety Committee  
Meeting Minutes**

September 9, 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>	Mark Murray, EH&S
<b>X</b>	Ryan Hawkinson (1)	<b>X</b>	Bob Ennes (4)	<b>X</b>	Natalie Conner
	Paula Lukaszek (2)	<b>X</b>	Nadia Khan (4)	<b>X</b>	Chris Pennington
	Sterling Luke (2)	<b>X</b>	Nicole Sanderson (7)		
<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)		
	Charlotte Rasmussen (7)		Rob Hinton (5)		
<b>X</b>	Stephen Rondeau (8)				
<b>X</b>	Sonia Honeydew (9)				
	Roy Farrow (10)				
	Kathy Newell (10)				
	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
	(Vacant) SEIU Local 1199		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>	Emma Alder, EH&S Technical
	Peter Johnston UAW 4121	<b>X</b>	Ron Fouty Capital Projects		
		<b>X</b>	Josh Kavanagh, Transportation Services		

**\*X= Present at meeting**

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## Agenda

1. Call to Order
  2. Approval Minutes
  3. Election Year Timeline
  4. Evacuation Drill Subcommittee Update
  5. Group Reports
  6. Union Reports
  7. Ex-Officio Reports
  8. EH&S Reports
  9. Good of the Order
  10. Adjourn
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Recorded: by Emma Alder

1. **Call to Order:** Meeting called to order at 1:05 PM by Leslie Anderson.
2. **Approval of Minutes:** The June and July minutes were approved as written. Changes to the August minutes were suggested. The minutes were approved as amended.
3. **Election Year Timeline:** Emma Alder, EH&S, gave an update of the election progress to the committee.
4. **Evacuation Drill Subcommittee Report:** Leslie Anderson gave an update on the most recent subcommittee meeting. There was a 58% response rate from survey sent out to building coordinators requesting feedback on the current evacuation drill processes. The survey also identified volunteers willing to help with improving these processes and as well as barriers to completing drills. Mark Murray is reaching out to peer institutions to get an idea of how other universities conduct their drills. The committee is looking into centralized scheduling of drills as an option for the future. Another idea is to group buildings for drills but there will be challenges with this strategy. Leslie has meeting with Interim Provost on October 6<sup>th</sup>. One of the agenda items is discussing the goals and progress of this subcommittee.
5. **Aging Fire Alarm Systems:** Mark Murray, EH&S Building and Fire Safety, discussed aging fire alarm systems on campus. He explained fire alarm system requirements and there are some small buildings where fire alarm systems are not required. He then gave an overview of the UW Alert communications systems, present in many UW buildings, and showed the inventory of small buildings with aging systems or no fire alarm system. Mark explained the costs associated with updating aging fire alarm systems and the funding gap that exists. He discussed different options for deciding how to approach the issue of aging fire alarm systems and asked the safety committees for feedback. Leslie will send out the presentation to the committee chairs and recommend that the committees review the buildings under their purview, discuss them, and respond back to Mark or Leslie.

## 6. Organizational Group Reports:

- a. **Group 1:** Ryan Hawkinson reported that they met this morning, with a quorum and approved minutes from previous meetings. The group discussed the upcoming election. An e-mail will soon come from the Office of the Provost encouraging election participation.
- b. **Group 2:** Jim Bals reported that Group 2 met and reviewed OARS reports. Some members who are working at Roosevelt Commons, a leased building, have raised electrical outlets. These outlets create a trip hazard. He also discussed a possible evacuation issue in the elevator lobby of Roosevelt Commons. When the fire alarm goes off, someone may not be able to leave the lobby area without key-card access. Another member stated that the doors will unlock when the alarm goes off.
- c. **Group 3:** Sara Jones gave an update on the Group 3 meeting. There is one new nomination and several members who are going to renew their nominations. The group discussed the accident reports. Housing & Food Services (HFS) now has a mandatory glove policy for their employees. HFS is retraining people to use gloves and is in the process of getting all the right kinds and sizes. There is member on the Group 3 committee, Kara Carlson, who is in charge of safety for HFS. The group then discussed L&I inspections and the recent building coordinator summit.
- d. **Group 4:** Nadia Khan reported that Group 4 reviewed accident reports and discussed upcoming fire drills at their most recent meeting. Nadia brought up a concern with the evacuation meeting place for the School of Social Work. The current location is not accessible to the staff and needs help to determine a new location more appropriate for the building.
- e. **Group 5:** Liz Kindred reported that 180 incidents occurred within the medical centers in July. The group discussed a concern with the difficulty of moving ICU beds and how to prevent ergonomic injuries related to this task.
- f. **Group 6:** Emma Alder reported that Group 6 meet in July in a new meeting location. The group reviewed their accident reports and are still waiting for the Dean's Office to appoint an election coordinator.
- a. **Group 7:** Nicole Sanderson reported that Group 7 reviewed their accident reports, which included many bee and wasp sting related incidents. Bothell has many students that visit the wetlands on campus and any information on how to prevent stings for these scenarios would be helpful.
- b. **Group 8:** Stephen Rondeau reported that Group 8 did not meet in August.
- c. **Group 9:** Sonia Honeydew reported that Group 9 caught up on their accident reports. The ground had a presentation on emergency

preparedness by Siri McLean. The group has also launched their election for the upcoming health and safety committee term.

- d. **Group 10:** David Zuckerman reported that Group 10 met and reviewed their OARS reports. One report involved a rattlesnake bite that occurred out-of-state. There will be a wilderness training available within the College of the Environment that has been opened up to more employees. Emergency Evacuation Plans are due for the whole college on September 15, 2015. The group discussed the results from the most recent storm. The arboretum lost some plant collections and some trees were struck by lightning. There is an estimated \$40,000 dollars spent for clean-up.
- e. **Faculty Senate:** Representative not present.

## 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 had no report.

- 8. **Ex-Officio Reports:** Josh reported that the vehicle safety program is moving forward and there have been new drug test requirements for some classes of drivers in Transportation Services.

## 9. EH&S Reports

- a. **L&I Update:** Emma Alder gave an overview of current and recent L&I inspections on campus.
- b. **Staff Updates:** Natalie Conner gave an update of last year's flu shot. The flu vaccine is the best preventive method to avoid the seasonal flu. Another good strategy is to wash hands frequently. She also discussed what other vaccines are available to people this year.

- 10. **Good of the Order:** Chris Pennington gave some advice regarding bicycle safety. There are some crosswalks where bicycles are required to stop and vehicles have the right away. Obey the signage at these intersections.

- 11. **Meeting Adjournment:** The meeting was adjourned by Leslie Anderson at 2:22 PM.