

Agenda – April 25, 2016
Group 9 Health and Safety Committee (College of Engineering)

1. Attending

Fiona Spencer, AA
Colleen Irvin, BioE
Sean Yeung, CEE
Arne Biermans, ChemE
Tracy Erbeck, CSE
Sonia Honeydew, DO
Karen Liebert, EE

Angie Haggard, EH/S
Morgan Tubby, HCDE
Sheila Prusa, ISE
Bill Kuykendall, ME
Chris Adams, MoES
Tatyana Galenko, MSE

2. Absent

Michael Glidden, DO

3. Group Business

- CoE building evacuations – Feedback on beta test of EH&S process
- Feedback on FSEP draft

4. Previous Meeting Minutes

- February 2016 – approve?
- March 2016 – approve?

5. Department Incident Reports

- BIOE – a few drops of PEG-DA got in eye while cleaning 3D-printed microdevice (Feb)
- EE – toner dust spill, no injuries (Mar)

6. UW-Wide Meeting

- March notes attached
- April agenda attached

7. Department Updates

8. Next Meeting

- May 23rd at 2pm, in CSE 128 (**one week early because of holiday**)

DRAFT Meeting Minutes

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

Meeting Date: March 28, 2016

Attended

Fiona Spencer, AA

J. Sean Yeung, CEE

Sonia Honeydew, DO

Morgan Tubby, HCDE

Angie Haggard, EH&S

Bill Kuykendall, ME

Chris Adams, MoIES

Tatyana Galenko, MSE

Emma Alder, EH&S

Absent

Colleen Irvin, BioE

Arne Biermans, ChemE

Karen Liebert, EE

Michael Glidden, DO

Tracy Erbeck, CSE

Sheila Prusa, ISE

Guest Speakers

Husky CERT: Aubrey Brown (President of student-run program), and colleagues describe Husky **C**ommunity **E**mergency **R**esponse **T**eam opportunities for safety training and experience.

- At both Bothell and Seattle campuses, is sponsored by UW Emergency Management, and directed by UWEM in an emergency. It's a student-run group but open to staff members as well. Members are trained in basic first aid and basic rescue operations, to tide us over until the fire dept, Red Cross, etc can arrive.
- Perform "Standby First Aid" at various UW events (e.g. runs and walks, concerts on HUB lawn... hopefully soon at Husky football games) -- provides student opportunities for patient contact, volunteer hours, professional development, facetime with EMTs, various certifications (CPR and First Aid training required before cover an event, but CERT training not required). Many members are medically oriented, but that is not a requirement.
- Offer CPR and First Aid training at reduced price to anyone at UW (\$35-40 vs \$40-45).
- Provides free CERT trainings (CERT program courtesy of a FEMA initiative). Next CERT training Spring 2016, starting next week, eight Tuesdays 6-9pm in Bothell. Anyone at any UW campus welcome. See Group 9 email invitation. FEMA does not require any refresher for CERT training (good for life), but Husky CERT hoping to do a quarterly refresher. They recommend ICS (Incident Command Systems) 100, 200, 700.

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- At Seattle campus, obtaining lockers for CERT supplies (like bike lockers) – have 25 to deploy; keep together and UWEM devise plan to activate and check out eqpt in emergency.
- June 7th Cascadia Rising drill: if enough people trained, Husky CERT will join the exercise. Order of events after emergency/disaster occurs = (1) ATC 20: civil engineers check whether building structure safe to enter, (2) PEAT and RAT: enter building to check for noxious fumes and safety of research animals, and (3) CERT: enter building to check for people who need assistance.
- Club meetings are 1-2x/qtr, not regularly scheduled yet.
- huskyems@uw.edu; Aubrey Brown, adb95@uw.edu, is at Seattle campus, and works as intern for UW Bothell. Darren Branum, dlbranum@uw.edu, is UW Bothell EH&S.

Group Business

- Feedback on CoE building evacuations (beta test of new EH&S management of required annual drill). Now spread over two weeks.
 - Filled out more than one doodle poll per bldg
 - HHL shared with Global Health – looped them in so s/b OK
 - MoIES would like to do drill soon, even though not part of CoE batch
 - Small wind tunnel not public bldg; please batch with nearby bldgs
- Draft, much shorter, FSEP (Fire Safety and Evacuation Plan), replacing longer EEOP
 - Interested in reviewing and/or completing draft template: ME, HCDE, MSE, Dean's Office.
- Elizabeth Cherry, Assoc Vice Provost of Compliance and Risk Services, is reviewing top risks and looking at departmental accident prevention plans, the safety of minors, and how health and safety are governed at UW (who enforce and how have authority).

Previous Meeting Minutes

- February 2016 – approved but insufficient quorum – review by email or at next mtg

Incident Reports

- AA – cut up thumb along with procard, using scissors (Jan). This report was from 2015, caught at end of year when verifying OARS rpts for all OSHA claims. Stitches required. If OARS rpt still open, Emma will suggest a paper shredder with a built-in card shredder.

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- AA – resin leak/spill from 3D printer materials container, not UV cured so possibly toxic (Feb). This was a nasty resin. Set it down with cap on but cap down, and it leaked. Will now store sideways or upright. Has MSDS sheets. Couldn't throw out spilled material because not UV cured (toxic to fish) so EH&S picked it up.
- BIOE – a few drops of PEG-DA got in eye while cleaning 3D-printed microdevice. BioE absent today – will discuss in April.

UW-Wide Meeting

- February meeting minutes attached
- March meeting highlights:
 - Jay Sedivy's presentation on campus driving hazards. Separate driver training for UW cargo vans is now incorporated into regular driver training. Refresher every 2 years. 1-3 people hit by cars on campus each year; more pedestrians hit by bikes. Statistic: most workplace fatalities are vehicular accidents.
 - Lengthy discussion on contractors and vendors on campus and how ensure follow safety protocols.
 - Abebe Abera (Public Health advisor with EH&S) discussed food safety program. UW monitors own permits, not City of Seattle.

Department Updates

- MoIES – Chris is on Biohazardous Waste Committee. There is a new set of autoclave standards (policy, procedures, inspection) for all autoclaves, including subset of waste autoclaves. EH&S will centralize and FS will integrate with that in effect this year. Preventative maintenance (PM) still by outside vendor, but biannual inspection by FS, who employs the outside vendor. There may be some very small autoclaves that are small enough to not fall under state L&I regs. Any big pressure vessel performing sterilization, including parts manufacturing composite materials.
- MoIES -- Email soliciting input on idea to make Stevens Way one way, with a bike lane the other way. Not a popular idea.
- EH&S – Angie Haggard is new OARS administrator and will sometimes attend Group 9 – welcome!

Next Meeting

- April 25th at 2pm, CSE 128

Accident Summary Report

HSC 9

3/1/2016 to 3/31/2016

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2016-03-060	ELECTRICAL ENGINEERING	[REDACTED]	3/18/2016	GPR-43 toner dust from a spent toner cartridge was spilled by [REDACTED] around the Canon Image Advanced copier/printer and in a walkway near offices. It was cleaned up immediately with no one suffering any issues and avoidance of breathing in any toner dust.	If toner needs exchanging contact service contractor.



University of Washington Accident / Incident Report

Report Number: 2016-03-060

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ELECTRICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2016/03/18	Time of Reporting: 05:51 PM

Person Involved or Affected

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

Incident Details

Date of Incident (yyyy/mm/dd): 2016/03/17	Time of Incident: 8:45 AM	When Shift Begins: 8:30 AM
Campus: Seattle	Incident Location/Parking Lot: FLUKE HALL	
Room: 135	Other:	

Incident Details:

GPR-43 toner dust from a spent toner cartridge was spilled by [REDACTED] around the Canon Image Advanced copier/printer and in a walkway near offices. It was cleaned up immediately with no one suffering any issues and avoidance of breathing in any toner dust.

Attachment: No

Supervisor

Last Name: KHBEIS	First Name: MICHAEL
Phone: +1 206 543-5101	Email: khbeis@uw.edu
Occupation/Position: ASSOCIATE DIRECTOR MICROFABRICATION FACILITY	Department: ELECTRICAL ENGINEERING

Classification

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

Type of Incident

Injury Description: None,

Body Parts Affected: None,

Cause of Injury or Damage: Debris, Dust, None,

Possible Causes

Equipment: No Guards/Barriers, Using Equipment Improperly, Inadequate Maintenance,

Environment: Ergonomics Issues,

Policies / Procedures: Failure to Follow Procedures, Inadequate Instructions, Procedures, Inadequate Planning, Preparation, Inadequate Support, Assistance,

Human Factors: Inadequate Training, Improper Lifting, Failure to Follow Established Protocol/Procedures,

Suggested corrective action by the affected party

Have now learned exactly how toner cartridge is to be removed and replaced. However, also learned that ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.

the vendor who usually replaces the toner cartridge for us, so I'll utilize that protocol in the future. I've worked with so many machines, always responsible for general maintenance and toner/stapler/paper replacement and monitoring, I thought I should be taking care of putting in the new cartridge. Additionally, I was made aware that as a new employee, I should ask for more instruction prior to attempting new tasks on my own.

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-Wide Health and Safety Committee Meeting Agenda

April 13, 2016
1:00 – 2:30 PM

Foege N130A

Regular Attendees:

- 2016-2017 University-Wide Health and Safety Committee Members
(<http://www.ehs.washington.edu/ohssa/com/groups.shtm>)
- Jude Van Buren, Katia Harb, Emma Alder, EH&S

Agenda Items	Persons Responsible	Process	Time
Call to Order and Introductions	Leslie Anderson		5 min
Approval of Meeting Minutes	Leslie Anderson	Robert's Rules of Order	5 min
2015 Accident Statistics	Emma Alder, EH&S	Presentation	30 min
Evacuation Drill Subcommittee Update	Leslie Anderson	Presentation	5 min
Organizational Group Reports	Committee Members	Discussion	15 min
Union Reports	Union Representatives	Discussion	10 min
Ex-Officio Reports	Ex-Officio Members	Discussion	10 min
EH&S Reports	Emma Alder: L&I Updates Staff Updates	Presentation	10 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

Next Meeting: 5/11/2016

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

March 9, 2016 1:00-2:30 pm
Foegen N130A

	Elected Membership		Appointed Membership		Guests
X	Leslie Anderson (1)	X	Chad Cook (2)	X	Abebe Aberra, EH&S
X	Ryan Hawkinson (1)	X	Paul Zuchowski (3)	X	Mark Murray, EH&S
	Sterling Luke (2)		Bob Ennes (4)	X	Angie Haggard, EH&S
X	Sara Jones (3)	X	Nadia Khan (4)	X	Jay Sedivy, Transportation Services
X	Carol Harvey (4)	X	Liz Kindred (5)	X	Sheryl Schwartz, EH&S
	Stephen Lundgren (5)		David Zuckerman (10)		
	Ron Maxell (6)		Liz Kindred (5)		
	Paul Miller (6)	X	Sonia Honeydew (9)		
	Kelley Carter-Lynn (7)	X	Melissa Banks (7)		
X	Betsy Brown (7)				
X	Alex Volkman (8)				
	Meghan Fuhlman (8)				
	Hannah Wilson (8)				
X	Colleen Irvin (9)				
X	Rick Gleason (Faculty Senate)				
	Labor Union Representation		Ex Officio Membership		Support
X	Paula Lukaszek WFSE Local 1488	X	Michelle Doiron Attorneys General Office	X	Jude Van Buren, Director, EH&S
	Vacant SEIU Local 1199		Tracey Mosier Barb Brown Facilities Services	X	Katia Harb, Asst. Director, EH&S
	Vacant SEIU 925		Wendy Winslow-Nason Risk Management		Emma Alder, EH&S Technical
	Vacant UAW 4121	X	Ron Fouty Capital Projects		
			Josh Kavanagh, Transportation Services		
*X= Present at meeting					

Agenda

1. Call to Order
 2. Approval of Minutes
 3. UW Motor Vehicle Safety Presentation
 4. Organizational Group Reports
 5. Union Reports
 6. Ex-Officio Reports
 7. EH&S Reports
 8. Good of the Order
 9. Adjourn
-

Recorded: by Emma Alder

1. **Call to Order:** Meeting was called to order at 1:02 PM by Leslie Anderson.
2. **Approval of Minutes:** Changes to the February minutes were suggested. The minutes were approved as amended.
3. **UW Motor Vehicle Safety Presentation:** Jay Sedivy gave a presentation on how the UW Fleet Safety Program in Transportation Services is improving vehicle safety throughout the University. As a safety specialist, Jay monitors hazards unique to UW drivers and reviews feedback from the Health & Safety Committees (HSC) to continue developing a safety program relevant to the university to reduce and eliminate vehicle incidents. Distracted driving is a public health and safety issue. The Fleet Safety Program is improving vehicle safety through outreach, driver safety education, innovative strategies and informed policy making. Past year achievements included reduction of motor vehicle accident rate by 23%. There was a discussion on the specificity of the metrics and Jay acknowledged that there still room for distilling the data. He finished with future safety training topics and methods for improving vehicle safety. Further discussion ensued about student driver safety, pedestrian safety, and the possibility of supplementing online training with hands-on training in the future using modular training programs. HSC members are encouraged to share Jay's contact information and the online training resources with their groups.

Jay Sedivy

Tel: 206.221.6838

Email: jsedivy@uw.edu or tssafety@uw.edu

Website: <https://www.washington.edu/facilities/transportation/fleetservices/training-safety>

4. Organizational Group Reports:

- a. **Group 1:** Ryan Hawkinson reported that 16 people from Group 1 attended the Active Shooter Training this morning, instead of the regular meeting.
- b. **Group 2:** Chad Cook reported that they met for a few minutes this morning, but there was no quorum. January and February minutes will be reviewed and approved tomorrow.
- c. **Group 3:** Sara Jones reported that Group 3 held a short meeting to review all the accident reports. The reduction in the number of knife-cut accidents can be anticipated with the use of cut-gloves. Group 3 will help push forward the Red Square slip/trip/fall issues if possible.
- d. **Group 4:** Nadia Khan reported that Group 4 held elections at their recent meeting. Bob Ennes and Nadia switched roles. Carol Harvey will be the U-Wide representative. Safety committee training was reviewed. Most members attended the Active Shooter Training held this morning.
- e. **Group 5:** No members present.
- f. **Group 6:** Ron Maxwell reported that Group 6 met on February 18th. Members were informed on the U-Wide Meeting. 8 OARS reports were reviewed. The number of members decreased from 30 to 7 people, so there may have been an election issue. Angie Haggard was introduced at the meeting. The next meeting is on March 17th.
- g. **Group 7:** Betsy Brown reported that Group 7 met yesterday and reviewed 3 months' worth of OARS reports.
- h. **Group 8:** Alex Volkman reported that that Group 8 met and went through the Safety Committee Training with Emma Alder, EH&S. The next meeting is tomorrow. OARS reports will be reviewed.
- i. **Group 9:** Colleen Irvin reported that Group 9 met at the end of February to go over OARS reports. There was a presentation on the Green Laboratory Program.
- j. **Group 10:** No members present
- k. **Faculty Senate:** No report

5. 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:** Paula Lukaszek asked about how best to address observed safety deficiencies by contractors working on campus (e.g. scaffolding at Clark Hall.) Contractors need to have more accountability for safety. Ron Fouty brought up the need to get all types of contractors together to standardize safety requirements. The different types of contractors include those working on capital projects, vendors coming out to provide services, suppliers doing installation and maintenance work, and those not working on UW projects but working around the campus. Paula asked if safety requirements could be negotiated during contracting. There was a discussion about EH&S involvement in the contracting. EH&S does not administer contracts, but will assist with developing policies, such as in the case of asbestos work around UW. If safety concerns are observed, the contractor, EH&S or Capital Projects should be contacted so that they can be addressed.
6. After the Union report, Sara Jones brought up how her committee has been handling OARS reports regarding repetitive motion injury in OARS and asked for feedback on the approach. Katia Harb, EH&S, confirmed the approach and explained that more serious ergonomic related injuries and trends are followed up on by EHS or special projects.
7. **Ex-Officio Reports:** Ron Fouty reported that there is increased construction activity around campus. There is an initiative by the Capital Planning department to standardize wayfinding signs around campus construction sites for consistency.
8. **Evacuation Drill Subcommittee:** Leslie Anderson and Mark Murray gave an update on the Evacuation Drill Subcommittee. The group will be re-convening this time with building coordinators. Mark Murray's team has been updating the Emergency Evacuation and Operations Plan to reflect the current code. The subcommittee reviewed the draft. The team will aim to increase annual drills, with EH&S administering to reduce the administrative burdens on those involved. Building coordinators and administrators will be doodle polled to find the best times to hold the drill. A pilot drill is planned for April. Administrative policies for the drills will be updated to reflect these changes. The new fire safety plan has been pared down by removing the emergency evacuation plan. The new plan will not be department specific, but rather by building. The importance of having faculty and staff awareness of the plan for them to be able to guide students during actual emergencies was discussed.
9. **EH&S Reports:**
 - a. **L&I Update:** Katia Harb gave a brief update on the phone-fax from L&I regarding an ergonomics issue at Harborview Medical Center last week. Harborview is looking into the placement of a medicine dispenser. Having accident prevention documents, training, and PPE are crucial for L&I investigations.

- b. **Staff Update:** Stuart Cordts has retired, and Angelina Haggard was introduced as the new OARS administrator.
 - c. **Board Update:** Jude Van Buren gave an update on the compliance initiative taken on by Elizabeth Cherry. 6 subject areas have been identified. One large area is lab safety under Research and Compliance. Jude will report on the March 14th board meeting at the next U-Wide meeting.
 - d. **Pack 12:** Jude reported the EH&S directors from Pack 12 institutions recently met. The new president of WSU sent out a letter to the community on the importance of safety.
 - e. **Ergonomist Position:** Sheryl Schwartz reported that the right candidate was not found for the ergonomist position. For the time being, Emma Alder and Phil Numoto will fill in to address office ergonomics issues. For larger ergonomics issues, Emma will help departments connect with an outside consultant. Consultant information on the EH&S website has been updated in the last few years. Another resource is L&I, but departments should go through EH&S first. Leslie would like to see this noted on the website. A U-Wide Committee tour of Mary Gates Hall was suggested.
 - f. **Food Safety Program at UW:** Abebe Aberra gave a short presentation about the EH&S Food Safety Program. The program inspects various food establishments at the UW, investigates non-compliance, consults groups having events, and educates the community. Washington State's inspection list is used for inspections. The program also monitors about 1,000 UW temporary food permits. Abebe reflected on the benefits of having an internal food safety program which has an understanding of how the university operates.
- 10. Meeting Adjournment:** The meeting was adjourned by Leslie Anderson at 3:36 PM.