

Agenda – June 27, 2016
Group 9 Health and Safety Committee (College of Engineering)

1. Attending

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

Angie Haggard, EH&S
Emma Alder, EH&S
Morgan Tubby, HCDE
Sheila Prusa, ISE
Bill Kuykendall, ME
Chris Adams, MoIES
Tatyana Galenko, MSE

2. Absent

Michael Glidden, DO

3. Guest Speaker

- Emma Alder, EH&S Accident Prevention Manager – root cause analysis for OARS reports

4. Previous Meeting Minutes

- May 2016 – approve?

5. Group Business

- EH&S Lab Safety Initiative Task Force: summary of 5/25/16 mtg
- Summary: “Cascadia Rising” emergency management exercise 6/7/16
- UWEM upgrading Husky Ready (business continuity emergency planning program) 7/1/16

6. Department Incident Reports

- ChemE – punctured finger while uncapping needle (Apr)
- MSE – nitric acid/water explosion and propylamine reaction/release (May)
- CEE – shoulder injury from carrying heavy batteries (May)
- BioE – mouse bite during training (May)
- ChemE – cut palm while washing chipped glass beaker (May)
- EE – elbow/forearm ergonomic injury (May)

7. UW-Wide Meeting

- May minutes attached
- June agenda attached

8. Department Updates

9. Next Meeting

- July 25th at 2pm, in CSE 128

DRAFT Meeting Minutes

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

Meeting Date: May 23, 2016

Attended

Colleen Irvin, BioE

J. Sean Yeung, CEE

Bill Kuykendall, ME

Morgan Tubby, HCDE

Angie Haggard, EH&S

Tracy Erbeck, CSE

Sonia Honeydew, DO

Tatyana Galenko, MSE

Karen Liebert, EE

Sheila Prusa, ISE

Absent

Fiona Spencer, AA

Chris Adams, MoES

Arne Biermans, ChemE

Michael Glidden, DO

Emma Alder, EH&S

Guest Speaker

- Michael Sletten, UWPD Security Services Manager – active shooter core training video “Run, Hide, Fight”, and briefing about training
 - Mental and emotional preparedness, as individuals and as teams, can be very effective. Know your plan.
 - Enroll in UW Alert for crisis communications.
 - In active shooter situation, options are (1) Run, (2) Hide, (3) Fight
 - Run: immediately take evasive action.
 - Hide: one option is to use a cord/belt to cinch closed the widest part of the door closer elbow. Dispatcher can verify authenticity of a person posing as PD at the door.
 - Fight: e.g. shoot fire extinguisher, then use canister as a weapon.
 - Open hands are safest and fastest message to first responders. Taking down the shooter is their primary focus upon entering, not helping victims; don't be mistaken for the shooter.

DRAFT Meeting Minutes

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

- Question about crisis communications... There was a recent incident near and in HSB, starting on NE Pacific St: man running down street and sidewalk, possibly touching people inappropriately. There were 40 calls to 911. He disappeared into HSB areas. Eight minutes later, 911 calls reported him assaulting women in the J/K wings. Within five minutes he was in custody. UW Alert was not the appropriate communication tool for this situation because of the speed with which it unfolded and resolved. They are working on how best to communicate follow-up information to the community.
- UWPD offers 1-hour Active Shooter Training. Any group can request this. This training is by request only.
- UWPD separately offers a Security Assessment of your facility, scaled to any level. Any group can request this. This assessment is by request only. It addresses:
 - People approaching and how they approach
 - Items approaching and how they approach
 - Building operations settings for all the square footage (public, semi-private)
 - Longer history and immediate past data of crimes/issues
 - Identify easy ways to increase security, re: windows, lighting, access, administrative code
- Question about light rail tunnel emergency evacuation... There will be evacuation routes in the tunnel under campus. Dual tunneling is part of risk mitigation – use second tunnel for evacuation.
- When calling 911 from your cell, ask for UWPD first and the Seattle dispatcher may or may not ask the nature of your emergency before handing you off to UWPD. Use nearest real-world mapping to identify location, including which side of the building.
- Contacts:
 - Michael Sletten, UWPD Security Services Manager, slettm@uw.edu
 - Sgt. Tawan Pratt-Wieburg, UWPD Community Outreach Unit

Group Business

- Latest FSEP draft is 5/17/16. Morgan, Colleen, Bill, Johnny, Karen, and Sheila interested.

DRAFT Meeting Minutes

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

- Group 9 2015 OARS summary, presented to Dean Bragg 5/3/16. In CoE, most common type of injury is cut/laceration/puncture/scratch, and most common cause of injury is chemicals. Copy of summary provided at meeting. Please contact EH&S or Sonia with any questions.
- New fire code in Seattle affects BBQ permits. SFD requires a permit for any BBQ. You can either purchase a \$182 permit at least ten days prior to a single event, or purchase a \$335 permit that will cover multiple events over 12 months.
- Good example of building security reminder: MoIES, 5/11/16. Group interested in a copy; will forward electronically.
- EH&S updating one-page building emergency procedures for twelve different types of emergency. Still drafting. Will share link when posted to UW site.
- UWPD's annual all-BC (Building Coordinator) meeting was 5/17/16.
 - Described how maintain accurate and timely data. Email UWPD to receive monthly UW sector reports (most of CoE buildings are in sector 2 but Foege is in sector 4). You can also view online the biweekly SPD Statistics Meeting reports for the U-District.
 - Most common crimes on campus are car prowl, unattended items, and bike theft.
 - Some buildings are still using Building Use Permits (optional); in some buildings a Husky Card is sufficient for after-hours occupancy – each building arranges this with UWPD.
- Funds now available to assist with gender neutral restroom conversion; contact Eric Dauplaise (FS) and cc Jen Self (Q Center). Phase 1 covers signage and lock for single user restrooms (up to one toilet and one urinal). They are developing a committee to prioritize requests as they come in, and see what's possible. ME notes that they already used Title 9 for two gender neutral restrooms lockable from inside, on MEB basement and ground floors.
- EH&S Lab Safety Initiative Task Force begins 5/25/16. More info at next meeting.
- More Annex demo begins in June, beginning with abatement. Will be disruptive noise for More Hall offices facing it.
- Reminder: "Cascadia Rising" regional earthquake emergency management exercise 6/7/16.
- The Husky Ready ("BARC") post-disaster business continuity planning software "Kuali" will be upgraded by UWEM on 7/1/16. Any existing plans will migrate to Kuali 2015.

Previous Meeting Minutes

- April 2016 – approved

Incident Reports

DRAFT Meeting Minutes

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

- BIOE – needle punctured finger during animal protocol (Apr). Person is fine. Experienced user, but reviewed protocol again. Perhaps tired.
- ChemE – punctured finger while uncapping needle (Apr). No ChemE rep; discuss at June meeting.

UW-Wide Meeting

- June agenda attached
- May meeting minutes attached
- May meeting highlights:
 - Jude presented on the direction of EH&S. With student help, they've created their first video in Lab Safety Initiative; looking to make more so if you have ideas or Pls/labs that would be good candidates, let her know. Ideas = PPE, accident prevention plans, autoclaving, how to use fume hoods and/or biosafety cabinets, shop safety, hazard analysis in labs and shops.
 - EH&S hiring web designer up update their 1200 pages.
 - EH&S cross-training their staff. After reviewing UW-wide liability threats, Board of Regents working with EH&S on three projects:
 - (1) Lab Safety Initiative (of 960 labs, 1/3 need improvement based on Lab Safety Surveys, and of those they chose 90 that have hazards that make them higher risk and good example for learning. Bio and rad fairly well managed but chemical hazards are a challenge.
 - (2) H&S Governance (there will be a task force, Leslie will forward charge letter, H&S cmtes will have only six months for their part),
 - (3) Accident Prevention Plans (departmental health and safety plans are a gap, so phase 1 is to develop a template that covers most departments without high risk work; phase 2 is to develop a comprehensive template that can be customized by departments with more hazards).
 - EH&S has new industrial hygienist and respiration specialist: Eleanor Wade (ewade1@uw.edu)

Department Updates

- MSE – will discuss next time when OARS report available, but had a mini explosion in fume hood. Hazmat team called in. No injuries, and cleaned up on own.

DRAFT Meeting Minutes

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

- EH&S – new unit in EH&S: Accident Prevention Unit. Manager is Emma Alder. There is no ergonomics person and no funding for that right now so ergonomic reviews will be part of Emma’s responsibilities. She is getting together a resource. Emma leading an 18-month project to update the departmental health and safety plan template.
- BioE – fire drill coming. Most wardens trained.

Next Meeting

- June 27th at 2pm, CSE 128

Accident Summary Report

HSC 9

5/1/2016 to 5/31/2016

<i>Case#</i>	<i>Org Name</i>	<i>Employee Activity</i>	<i>Root Cause</i>	<i>Supervisor Corrective Action</i>
2016-05-034	MATERIALS SCI & ENGRG	<p>Graduate student worker was working alone in the lab and was cleaning a device with a solution of nitric and hydrochloric acid and poured the waste into a bottle that contained water and closed the lid.</p> <p>She walked away to wash other glassware and heard an explosion.</p> <p>She noticed another bottle (propylamine) that was out-gassing white vapor and removed the bottle from the hood to the floor to prevent an interaction with the material that had already exploded. The propylamine bottle contained a crack and was leaking. (likely due to the explosion).</p> <p>Then she went to get her supervisor, Zachary Neale, in Roberts hall and he accompanied her back to the lab. The supervisor entered the room and saw white gas on the floor and observed a strong ammonia smell. He pulled the emergency alarm and called 911.</p> <p>The student was wearing proper protective equipment at all times.</p>	<p>Mixing water with nitric acid. Not having a secondary container in the hood for nitric acid. Having other, unneeded chemicals in the fume hood.</p>	<p>Better training. A secondary container for nitric acid. Keeping the fume hood clear of unnecessary chemicals. Review of SOP's.</p>
2016-05-053	CIVIL & ENVIR ENGR	<p>While carrying heavy batteries, I injured my shoulder.</p>	<p>Heavy batteries that are needed for powering offsite field measurements had to be loaded into a vehicle. As explained by [REDACTED], the injury may be the result of improper lifting. I was not present at the time of the injury</p>	<p>Proper lift technique</p>
2016-05-089	BIOENGINEERING	<p>When I attended the 'Mouse Hands-on Laboratory' training, I was bit by the mouse. I already scrubbed my wound thoroughly 15 minutes using warm water.</p>	<p>When dealing with animals, this incident may occasionally happens. This is the responsibility of trainee and course instructor to prevent this from happening.</p>	<p>handle with caution, following instructions given by the instructors.</p>

<i>Case#</i>	<i>Org Name</i>	<i>Employee Activity</i>	<i>Root Cause</i>	<i>Supervisor Corrective Action</i>
2016-05-093	CHEMICAL ENGINEERING	<p>I was washing glassware after a reagent synthesis. I grabbed one beaker to wash and started rotating it in my hand while scrubbing the inside with a sponge. A broken edge of the beaker near the pour spout cut through my glove and into the palm of my left hand, leaving a cut about 1-1.5 in. long. I did not previously notice the broken edge.</p> <p>I promptly flushed the cut with clean water and washed with hand soap. Finally, I covered the cut with a bandaid until I could see someone at Hall Health.</p> <p>Possible chemical exposures: Fresh laboratory water (tap was on) Stagnant laboratory water (sitting in beaker) Alconox detergent Trace organic and inorganic compounds: diethyl ether, methanol, methylammonium iodide</p>	<p>There are two root causes: (1) a researcher did not dispose of a beaker that had a chip in it and (2) the affect researcher used the beaker without checking it for damage first.</p>	<p>Preventive measures entail raising awareness to dispose of any damaged glassware and for all personnel to always check glassware for cracks or chips before using.</p>
2016-06-030	ELECTRICAL ENGINEERING	<p>"right elbow pain and forearm started about 4-5 months ago..."</p>		



University of Washington Accident / Incident Report

Report Number: 2016-05-034

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: KUYKENDALL	First Name: TUESDAY
Phone: +1 206 221-2678	Email: tuesday@uw.edu
Occupation/Position: LAB MANAGER	Department: MATERIALS SCI & ENGRG
Date Reported (yyyy/mm/dd): 2016/05/09	Time of Reporting: 02:33 PM

Person Involved or Affected

Last Name: Unknown	First Name: Unknown
Phone:	Email: injury@u.washington.edu
Occupation/Position:	Department: Unspecified
Person was in Paid Position: Yes	

Incident Details

Date of Incident (yyyy/mm/dd): 2016/05/09	Time of Incident: 10:00 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: WILCOX HALL	
Room: 139	Other:	

Incident Details:

Graduate student worker was working alone in the lab and was cleaning a device with a solution of nitric and hydrochloric acid and poured the waste into a bottle that contained water and closed the lid.

She walked away to wash other glassware and heard an explosion.

She noticed another bottle (propylamine) that was out-gassing white vapor and removed the bottle from the hood to the floor to prevent an interaction with the material that had already exploded. The propylamine bottle contained a crack and was leaking. (likely due to the explosion).

Then she went to get her supervisor, Zachary Neale, in Roberts hall and he accompanied her back to the lab. The supervisor entered the room and saw white gas on the floor and observed a strong ammonia smell. He pulled the emergency alarm and called 911.

The student was wearing proper protective equipment at all times.

Attachment: **No**

Supervisor

Last Name: KUYKENDALL	First Name: TUESDAY
Phone: +1 206 221-2678	Email: tuesday@uw.edu
Occupation/Position: LAB MANAGER	Department: MATERIALS SCI & ENGRG

Classification

Level 2:
Fire or Explosion,

Type of Incident

Injury Description: **None,**

Body Parts Affected: **None,**

Cause of Injury or Damage: **None,**

Possible Causes

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

Equipment: Other,
Environment: Chemicals, Poor Housekeeping,
Policies / Procedures: Inadequate Planning, Preparation,
Human Factors: Inattention,

Suggested corrective action by the affected party

Extra training will be provided to include a better method for nitric acid waste. Extra training will be provided to discuss fume hood house keeping, so there will be less processes/chemicals/waste storage in the fume hood. The lab will implement a buddy system so that lab staff isn't working alone. The SOP's for this process will be updated to include proper waste handling. Extra training will be provided to cover chemical interactions and reactions. Some training will be bilingual to ensure ESL students gain all the necessary information.

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.)
Mixing water with nitric acid. Not having a secondary container in the hood for nitric acid. Having other, unneeded chemicals in the fume hood.

Recommendations/Preventive Measures:
Better training. A secondary container for nitric acid. Keeping the fume hood clear of unnecessary chemicals. Review of SOP's.

Corrective Actions Target Date (yyyy/mm/dd): 2016/05/23	Corrective Actions Complete Date (yyyy/mm/dd): 2016/06/09
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Other Comments:

Second Higher Authority Review

Last Name: CAO	First Name: GUOZHONG	Phone Number: +1 206 616-9084	Email: gzcao@u.washington.edu
Occupation/Position: PROFESSOR		Department: MATERIALS SCI & ENGRG	

Comments:

EHS Review

Last Name: HAGGARD	First Name: ANGELINA M	Phone Number: +1 206 616-3442	Email: ahaggard@uw.edu
Occupation/Position:		Department:	

Comments: **see root causes and preventative measures**



University of Washington Accident / Incident Report

Report Number: 2016-05-053

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: STUDENT ASST	Department: CIVIL & ENVIR ENGR
Date Reported (yyyy/mm/dd): 2016/05/17	Time of Reporting: 01:44 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: STUDENT ASST	Department: CIVIL & ENVIR ENGR

Incident Details

Date of Incident (yyyy/mm/dd): 2016/05/04	Time of Incident: 6:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot:	
Room:	Other: Wilson Ceramic Lab	

Incident Details:
 While carrying heavy batteries, I injured my shoulder.
 Attachment: No

Supervisor

Last Name: NIJSSEN	First Name: BART
Phone: +1 206 616 0901	Email: nijssen@uw.edu
Occupation/Position: ASSOCIATE PROFESSOR WOT	Department: CIVIL & ENVIR ENGR

Classification

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

Type of Incident

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

Possible Causes

Equipment:
 Environment:
 Policies / Procedures:
 Human Factors: Improper Lifting,

Suggested corrective action by the affected party

[Empty field for suggested corrective action]

Supervisor's Comments

Root Causes:

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

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

Heavy batteries that are needed for powering offsite field measurements had to be loaded into a vehicle. As explained by [REDACTED], the injury may be the result of improper lifting. I was not present at the time of the injury

Recommendations/Preventive Measures:

Proper lift technique

Corrective Actions Target Date (yyyy/mm/dd):
2016/05/18

Corrective Actions Complete Date (yyyy/mm/dd):
2016/05/19

Other Comments:

Field work for this project is coming to an end, but we are still removing equipment from the field, so proper lifting technique is important. In addition, [REDACTED] will be accompanied by someone else in the final field visits.

EHS Review

Last Name: **HAGGARD**

First Name: **ANGELINA M**

Phone Number: **+1 206 616-3442**

Email: **ahaggard@uw.edu**

Occupation/Position:

Department:

Comments: **EH&S assisted with administratively closing report**



University of Washington Accident / Incident Report

Report Number: 2016-05-089

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: + [REDACTED]	Email: [REDACTED]
Occupation/Position: SENIOR FELLOW	Department: BIOENGINEERING
Date Reported (yyyy/mm/dd): 2016/05/23	Time of Reporting: 01:58 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: + [REDACTED]	Email: [REDACTED]
Occupation/Position: SENIOR FELLOW	Department: BIOENGINEERING

Incident Details

Date of Incident (yyyy/mm/dd): 2016/05/23	Time of Incident: 1:00 PM	When Shift Begins: 1:00 PM
Campus: Seattle	Incident Location/Parking Lot: MAG HEALTH SCIENCES	
Room: G109	Other:	

Incident Details:

When I attended the 'Mouse Hands-on Laboratory' training, I was bit by the mouse. I already scrubbed my wound thoroughly 15 minutes using warm water.

Attachment: No

Supervisor

Last Name: WANG	First Name: RUIKANG
Phone: +1 206 616-5025	Email: wangrk@uw.edu
Occupation/Position: PROFESSOR	Department: BIOENGINEERING

Classification

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

Type of Incident

Injury Description: Broken or Lost Tooth, Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),

Body Parts Affected: Hands, Wrists,

Cause of Injury or Damage: Animal (Other than Primates),

Possible Causes

Equipment: Other,

Environment: Animal Action,

Policies / Procedures: Other,

Human Factors: Other,

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.)

When dealing with animals, this incident may occasionally happens. This is the responsibility of trainee and course instructor to prevent this from happening.

Recommendations/Preventive Measures:

handle with caution, following instructions given by the instructors.

Corrective Actions Target Date (yyyy/mm/dd):
2016/05/23

Corrective Actions Complete Date (yyyy/mm/dd):
2016/05/23

Other Comments:

I am the adviser for the person involved in the incident, not the supervisor for the training course (use of animals) where the incident happened. However, in future, I will emphasize the safety cautious to my personnel before training.

EHS Review

Last Name:**HAGGARD**

First Name:**ANGELINA M**

Phone Number:**+1 206 616-3442**

Email:**ahaggard@uw.edu**

Occupation/Position:

Department:

Comments:**on 5/23/16 forwarded to OHN & Emp Health**



University of Washington Accident / Incident Report

Report Number: 2016-05-093

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: GRADUATE RESEARCH STUDENT ASSISTANT	Department: CHEMICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2016/05/24	Time of Reporting: 12:22 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: GRADUATE RESEARCH STUDENT ASSISTANT	Department: CHEMICAL ENGINEERING

Incident Details

Date of Incident (yyyy/mm/dd): 2016/05/24	Time of Incident: 12:00 PM	When Shift Begins: N/A
Campus: Not assigned to Campus	Incident Location/Parking Lot: MOLECULAR ENG BLDG	
Room: 140	Other:	

Incident Details:

I was washing glassware after a reagent synthesis. I grabbed one beaker to wash and started rotating it in my hand while scrubbing the inside with a sponge. A broken edge of the beaker near the pour spout cut through my glove and into the palm of my left hand, leaving a cut about 1-1.5 in. long. I did not previously notice the broken edge.

I promptly flushed the cut with clean water and washed with hand soap. Finally, I covered the cut with a bandaid until I could see someone at Hall Health.

Possible chemical exposures:
 Fresh laboratory water (tap was on)
 Stagnant laboratory water (sitting in beaker)
 Alconox detergent
 Trace organic and inorganic compounds: diethyl ether, methanol, methylammonium iodide

Attachment: Yes

Supervisor

Last Name: HILLHOUSE	First Name: HUGH
Phone: +1 206 685-5257	Email: h2@uw.edu
Occupation/Position: REHNBERG CHAIR PROFESSOR	Department: 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: Broken Glass, Splinter, Sharp Furniture Edge, etc.,

Possible Causes

Equipment:			
Environment: Sharp Objects,			
Policies / Procedures:			
Human Factors: Inattention,			
Suggested corrective action by the affected party			
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.) There are two root causes: (1) a researcher did not dispose of a beaker that had a chip in it and (2) the affect researcher used the beaker without checking it for damage first.</p>			
<p>Recommendations/Preventive Measures: Preventive measures entail raising awareness to dispose of any damaged glassware and for all personnel to always check glassware for cracks or chips before using.</p>			
Corrective Actions Target Date (yyyy/mm/dd): 2016/05/24		Corrective Actions Complete Date (yyyy/mm/dd): 2016/05/24	
Other Comments:			
EHS Review			
Last Name:	First Name:	Phone Number:	Email:
Occupation/Position:		Department:	
Comments:			



University of Washington Accident / Incident Report

Report Number: 2016-06-030

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: ELECTRICAL ENGINEERING
Date Reported (yyyy/mm/dd): 2016/05/24	Time of Reporting: 01:49 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): 2016/02/12	Time of Incident: Can Not Be Determined	When Shift Begins: 7:00 AM
Campus: Seattle	Incident Location/Parking Lot:	
Room:	Other: office, PAC AE100 cubicles	

Incident Details:
 "right elbow pain and forearm started about 4-5 months ago..."
 Attachment: No

Supervisor

Last Name: MONTGOMERY	First Name: KRISTINA
Phone: +1 206 616-5819	Email: kmontgom@uw.edu
Occupation/Position: ADMINISTRATOR	Department: ELECTRICAL ENGINEERING

Classification

Level 1:
 Injury requiring medical treatment (go to level 3 if in-patient hospitalization or amputation occurred),

Type of Incident

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

Possible Causes

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

Suggested corrective action by the affected party

Employee submitted report to L&I. Supervisor contacted by Pam Nathan on 3/4/16 via email requesting in person meeting with Dana Avedovich to perform job analysis (JA). Dana Avedovich performed in person assessment on 3/10/16. JA completed on 3/31/16.

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.)

Repetitive motion injury consistent with computer use

Recommendations/Preventive Measures:

Ergonomic evaluation.

Workstation currently provides heigh adjustable work surface, ergonomic chair. Additional items or tools can be obtained (keyboard or mouse) if requested by employee.

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

2016/07/30

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

Other Comments:

EHS Review

Last Name: **HAGGARD**

First Name: **ANGELINA M**

Phone Number: **+1 206 616-3442**

Email: **ahaggard@uw.edu**

Occupation/Position:

Department:

Comments:

University-Wide Health and Safety Committee Meeting Agenda

June 8, 2016
1:00 – 2:30 PM

Foege N130A

Regular Attendees:

- 2016-2017 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	Robert's Rules of Order	
Approval of Meeting Minutes	Leslie Anderson	Robert's Rules of Order	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	Radiation Safety: Reducing Administrative Burden in Radiation Safety	Presentation	15 min
Personal Protective Equipment	Katia Harb, EH&S Phil Numoto, EH&S	Presentation	25 min
Open Discussion	Committee Members	Discussion	10 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

Next Meeting: 7/12/2016

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

May 11, 2016 1:00-2:30 pm
Foegen N130A

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

***X= Present at meeting**

Agenda

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

1. **Call to Order:** Meeting was called to order at 1:05 PM by Leslie Anderson.
2. **Approval of Minutes:** No changes to the April minutes were suggested. The minutes were approved as written.
3. **Evacuation Drill Subcommittee Update:** Mark Murray gave an update on the development of the Fire Safety Evacuation Plan (FSEP). EH&S Building and Fire Safety is developing one page documents that will outline safety guidance for common emergency scenarios. The procedures are general and will reside in the online safety portal: <http://www.washington.edu/safety/>. Departments can use the procedures that apply to their work areas. An example of the document outlines procedures to follow during a power outage. Mark requested feedback from the committee on this format, approach, and content.
4. **Organizational Group Reports:**
 - a. **Group 1:** Ryan Hawkinson reported that Group 1 met earlier in the day. The group went through the Online Accident Reporting System (OARS) reports. They discussed a report that occurred due to inclement weather in Alaska. They also discussed the recent power outage drill. Leslie Anderson was in the EOC and described the types of calls she received. The group was reminded that commencement is coming up and went over lessons learned in regards to safety from prior years. For example, providing hydration to the attendees if the weather is too hot.
 - b. **Group 2:** Chad Cook reported that Group 2 met on April 14th. They went over the U-Wide meeting and discussed OARS reports. The group is interested in the Group 4 follow-up on multi-gender bathrooms. Their meeting time is being changed to accommodate another committee member. One of the units in Financial Management will be taking the active shooter training. The group also discussed the idea to have cameras installed in an ally next to one of their buildings in the University District.

- c. **Group 3:** Sara Jones reported that Group 3 met in April. Emma Alder gave a recap on the OARS statistics presentation given at April U-Wide. The group discussed the implications of the potential change of Stephens Way into a one way street. The group then shared ideas for possible presentations for the rest of the year. A potential presentation idea was to bring in UWPD or the Counseling Office to discuss how they experience and handle negative encounters with students.

The committee then had a brief discussion on the fatality of the employee that occurred outside HUB. This was not a work-related incident.

- d. **Group 4:** Nadia Khan reported that Group 4 met in late April. Steve Rittereiser gave a presentation to the group. Steve answered questions regarding the timeliness of UWPD alerts and what types of incidents result in alerts. Upcoming topics include all-gender restrooms and elevator disruptions in the Health Sciences Building. Another topic for the future may include the Green Labs Initiative. The group then discussed the topics of the OARS reported reviewed by their subcommittee.
- e. **Group 5:** Liz Kindred reported that Group 5 met in April. She reported a decrease in the number of workplace violence events reported at Harborview Medical Center. There was an increase of construction related incidents. The hospital then developed hotline for complaints. Liz also reported that Airlift Northwest developed a ramp for loading patients into their helicopters. The group discussed the upcoming regional earthquake exercise, Cascadia Rising.
- f. **Group 6:** Ron Maxell reported that Group 6 met in April. Angie attended the meeting and reported that the group reviewed the OARS reports. The group is trying to reach out to departments who may have missed the call for nominations to the committee.
- g. **Group 7:** Emma Alder, who attended the Group 7 meeting, reported that the group discussed driving concerns and pedestrian safety. An idea was proposed to purchase digital signs that would post speed limits and tell drivers to slow down. These signs could also be used to relay messages in the event of an emergency. Bothell also conducted a test of their desktop alert system. This test identified current issues and opportunities for improvement. Some members of the group are still working on protocols for safety during field trips. The group also discussed health concerns with “rubber crumb” fields on campus – more research is needed.
- h. **Group 8:** Hannah Wilson reported on the success of the recent lockdown drill that occurred on the Tacoma campus. The campus tried to communicate that the drill was happening ahead of time but specific times were still kept secret.

- i. **Group 9:** Sonia Honeydew reported that that Group 9 reviewed the success of their recent building evacuations. Some buildings noted that there were not enough evacuation wardens and that people were not evacuating far enough from the building. Overall, the group liked this method of centralized scheduling for drills. Many of the committee members will be attending the upcoming building coordinator meeting hosted by UWPD.
 - j. **Group 10:** David Warren reported that Group 10 met in April and reviewed OARS reports. One report noted that in some buildings, a child's head can fit through the stair railings. The concern was brought up with Facilities Services. The buildings were built to code at that time but the code has changed. Mark Murray commented that there are some buildings that do have this issue and that fall protection across campus interiors and exits are being evaluated. The first focus will be in locations where children may be visiting. The new fire code does require the gaps between railings to be smaller than what may exist in older buildings. Guards are an option but they can be expensive.
 - k. **Faculty Senate:** Rick Gleason reminded the committee that April 28th was Worker Memorial Day. On April 27th there was a memorial held on campus. 54 fatalities occurred in Washington in 2015. The memorial reflected on the lives of each one of the individuals. The majority of the fatalities occurred in the logging industry.
5. Union Reports: No report.
 6. Ex-officio: No report.
- 7. EH&S Reports:**
- a. Staffing Update: Katia Harb introduced Eleanor (Ellie) Wade as the new Respiratory Protection Program Administrator in EH&S.
 - b. L&I Update: Emma Alder gave an update on recent L&I compliance activities.
 - c. EH&S Update: Jude Van Buren gave an update on recent compliance activities related to health and safety on campus. She also reported on recent initiatives to improve professional development, training, and recognition in EH&S. Jude then showed a recent outreach video developed in-house by the department. The video can be viewed here: <https://www.youtube.com/watch?v=LJ8Fi3Jwx7M>
- 8. Open Discussion:** Nadia Kahn reported that the School of Social Work is working on developing safety practices with vendors. The committee discussed the difficulty with these contracts and what they should include. The discussion then turned to the Lab Safety Initiative. Sonia Honeydew asked what determined the pilot labs that will be focused on during the project. Mark Murray responded that about 10% of the labs will be in the pilot and that these labs were selected on a number of factors. One of the factors is the "score" given as a result of lab surveys. The chemicals listed in MyChem also plays a role. The group then

discussed how EH&S will use their marketing videos moving forward. The meeting ended with a discussion of the recent hazardous materials spill at Wilcox Hall.

9. Meeting Adjournment: Leslie adjourned the meeting at 2: 28 PM.