

**Agenda – July 30, 2018**  
**Group 9 (College of Engineering) Health and Safety Committee**

**1. Attending**

Fiona Spencer or Eliot George, AA  
Colleen Irvin, BioE  
Sean Yeung, CEE  
Michael Pomfret, CEI  
Kameron Harmon, ChemE  
S. Honeydew or M. Glidden, CoE DO  
Alex Lefort for Sophie Ostlund, CSE  
John Young, EE

Angie Haggard, EH&S  
Stacia Green, HCDE  
Sheila Prusa, ISE  
Bill Kuykendall, ME  
Chris Adams, MoES/NanoES  
Tatyana Galenko, MSE  
Michael Khbeis, WNF

**2. Previous Meeting Minutes**

- June 2018 – approve? Corrections?
- Previous meeting minutes are posted at <https://www.engr.washington.edu/mycoe/safety#>

**3. Department Incident Reports**

- EE – trip and fall at library entrance (June)
- ChemE – Fire in printer oven where wires touched bulbs, at Bowman (May)

**4. Group Business**

- For Emma: review the core APP to suggest improvements, and note time/difficulty of review process -- All
- UWPD's building safety task force update – Chris
- FS BC Guiding Coalition update – Sonia/Colleen

**5. UW-Wide Meeting**

- June minutes attached
- July agenda attached. Highlights: EH&S asked whether there was a need to pursue a pilot program for personal needle collection on campus. Special Olympics event very successful. Formal LEAN launch re: special event planning process soon. EH&S is losing Phil Numoto, Mark Murray, Jude Van Buren; Emma Corell's out Oct-Dec.

**6. Department Updates**

***Next Meeting***  
***August 27<sup>th</sup> at 3pm, in Loew 355***

# DRAFT Meeting Minutes

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

Meeting Date: June 25, 2018

### Attended

Fiona Spencer, AA

Colleen Irvin, BioE

J. Sean Yeung, CEE

Kameron Harmon, ChemE

Sophie Ostlund, CSE

Michael Glidden, DO

John Young, EE

Sheila Prusa, ISE

Michelle Hickner for Bill Kuykendall, ME

Chris Adams, MoIES/NanoES

### Absent

Michael Pomfret, CEI

Angie Haggard, EH&S

Stacia Green, HCDE

Tatyana Galenko, MSE

Michael Khbeis, WNF

### Guest Speaker: Megan Levy, Business, Academic and Research Continuity (BARC) Manager, UWEM

- The Husky Ready program will help you identify and create a plan. The plan should be for small, medium and large events, not specific to one disaster. The plans should outline what would happen in situations such as a cyber-attack, building flood, or employees win the Lotto and nobody shows up to work.
- Plan for the impact of the disaster and assess what the department needs and whom it depends on, i.e. payroll. Plan covers major incidents that do not affect other departments/parts of the city, or sweeping catastrophic events. In the event of a catastrophe, there will be more lenience from outside entities i.e. billing, regulatory.
- Plan for 75% of staff available so that crucial operations still take place.
- Big carrot is "Those with plans get priority". If multiple units are operating under business continuity plan the university prioritizes based on Safety, Property, Environment and then existence of BARC plan.

### Previous Meeting Minutes

- May 2018 – draft approved, no corrections
- Previous meeting minutes are at: <https://www.engr.washington.edu/mycoe/safety#>

# DRAFT Meeting Minutes

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

### Incident Reports

- CSE – cut thumb cleaning bio isolation booth, at Health Sciences Building (May). Nothing further.
- Discussion that departments are responsible for OARS reports, though building management input is welcome and greatly helpful.
- ChemE – fire in printer oven where wires touched bulbs, at Bowman (May). Postponed to July meeting.
- ChemE – Phenol solution penetrated gloves, at Benson (May). Follow-up revealed that the PI did not see Tracy's comment on not using nitrile gloves with phenol.
- ChemE – burned fingers on hot glass pipe, at MoIES (May). Hot tub fell, and as a reflex, they grabbed the falling object, which was very hot and caused a burn. Waited a day to report but finally got treatment because could not sleep. Important to train against the instinct to catch a falling object.

### Group Business

- Postponed due to limited time.

### UW-Wide Meeting

- May minutes in packet.
- June agenda attached. Highlights:
  - No longer need to review departmental APP each year, but must review core APP annually and submit suggested edits by Dec 1. Encouraged to review and post supplements to dept Safety page.
  - UW has several methods for tracking trainings but nothing central. Bridge is a popular solution but expensive. Workday is an option but not a purchased module.

### Department Updates

- Overran time allotment. Nothing added.

### Next Meeting

- July 30th 2018 at 3pm, in Loew 355



# University of Washington Accident / Incident Report

Report Number: 2018-06-001

Contact EH&S at 206-543-7388

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: PROGRAM OPERATION SPECIALIST	Department: ENG: Electrical Engineering - Research Management 1
Date Reported (yyyy/mm/dd): 2018/06/01	Time of Reporting: 12:59 PM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: PROGRAM OPERATION SPECIALIST	Department: ENG: Electrical Engineering - Research Management 1

## Incident Details

Date of Incident (yyyy/mm/dd): 2018/05/30	Time of Incident: 12:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: SUZZALLO LIBRARY	
Room:	Other:	

Incident Details:

While walking up the front steps to the main library entrance, I tripped and fell forward full onto the ground in front of the right most front entry door. I hurt my right hand, right knee and left elbow.

Attachment: No

## Supervisor

Last Name: Ghajar	First Name: Hassan
Phone: +1 206 221-4473	Email: hghajar@uw.edu
Occupation/Position: MANAGER OF PROGRAM OPERATIONS (E S 8)	Department: ENG: Electrical Engineering-Staff

## Classification

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

## Type of Incident

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

Body Parts Affected: Arms, Elbows, Hands, Wrists, Knees,

Cause of Injury or Damage: Fall of Less than 6', or on Stairs,

## Possible Causes

Equipment: Other,

Environment: Other,

Policies / Procedures: Other,

Human Factors: Other,

## Suggested corrective action by the affected party

I tripped on last stair. The stairs were in good shape though.

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.)

**No comments.**

### Recommendations/Preventive Measures:

**No comments.**

Corrective Actions Target Date (yyyy/mm/dd):  
**2018/06/07**

Corrective Actions Complete Date (yyyy/mm/dd):  
**2018/06/07**

### Other Comments:

**No Comments.**

## EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



# University of Washington Accident / Incident Report

Report Number: 2018-05-063

Contact EH&S at 206-543-7388

Person Reporting Incident		
Last Name: [REDACTED]	First Name: [REDACTED]	
Phone: +1 [REDACTED]	Email: [REDACTED]	
Occupation/Position: ACTING INSTRUCTOR	Department: ENG: Chemical Engineering-Moles/CEI Staff JM Academic	
Date Reported (yyyy/mm/dd): 2018/05/17	Time of Reporting: 06:55 PM	
Person Involved or Affected		
Last Name: [REDACTED]	First Name: [REDACTED]	
Phone: +1 [REDACTED]	Email: [REDACTED]	
Occupation/Position: ACTING INSTRUCTOR	Department: ENG: Chemical Engineering-Moles/CEI Staff JM Academic	
Incident Details		
Date of Incident (yyyy/mm/dd): 2018/05/17	Time of Incident: 12:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BOWMAN BUILDING	
Room: 112	Other:	
<p>Incident Details:</p> <p>Infrared lamp bulbs installed inside one of the ovens of our roll-to-roll printer were being used for the first time, and wiring improperly installed by the manufacturer caught on fire inside the oven. Such wiring was in contact with the back of the bulbs, hidden from operators. Approximately 1 minute after turning the lamps on, they heated up and ignited plastic insulation around the metal wires. This insulation burnt for ~3 min and fire extinguished spontaneously. Lab staff had a fire extinguisher on hands, but didn't have to use it during the incident. This small proportion fire remained contained the whole time inside the oven.</p> <p>Attachment: No</p>		
Supervisor		
Last Name: Pomfret	First Name: Michael	
Phone: +1 206 685-6833	Email: mpomfret@uw.edu	
Occupation/Position: ASSISTANT DIRECTOR OF OPERATIONS	Department: ENG: Collaboration Core - WCET Managers	
Classification		
<p>Level 1:</p> <p>Near miss (No incident occurred but it could have),</p>		
Type of Incident		
Injury Description: None,		
Body Parts Affected: None,		
Cause of Injury or Damage: Fire, Explosion,		
Possible Causes		
Equipment: Defective Tools, Equipment,		
Environment:		
Policies / Procedures:		

Human Factors:

### Suggested corrective action by the affected party

Remove affected portion of wire. Ensure all wiring is located a safe distance from the IR lamps and other heat sources.

### 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.)

The root cause was determined to be an installation error. Wires were strung incorrectly, resulting in excessive slack that fell into the lamp housing and made contact with the lamp itself. High lamp temperatures ignited the wire insulation after a few minutes of operation. This defect was not found in any of the other 5 lamp installations.

#### Recommendations/Preventive Measures:

Lamps and lamp housing will be checked prior to each use to ensure no foreign objects are near the IR lamps.

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

2018/05/18

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

2018/05/18

#### Other Comments:

Lamp check procedure added to instrument SOP.

### EHS Review

Last Name: Haggard

First Name: Angelina M

Phone Number: +1 206 616-3442

Email: ahaggard@uw.edu

Occupation/Position:

Department:

Comments: 5/18/18 forwarded to Scott Nelson, Mark Murray

## U-WIDE HEALTH AND SAFETY COMMITTEE

### June 13, 2018 Meeting Minutes | 1-2:30 PM; Foege N130A

	<b>Elected Members (Group)</b>		<b>Appointed Members (Group)</b>		<b>EH&amp;S Staff</b>
<b>X</b>	Leslie Anderson, Co-Chair (1)	<b>X</b>	Paul Zuchowski (3)		Jude Van Buren
<b>X</b>	Fieta Robinson (1)	<b>X</b>	Beth Hammermeister (4)		Denise Bender
	Sterling Luke (2)		Liz Kindred, Co-Chair (5)	<b>X</b>	Emma Corell
	Michelle Mazzei (2)	<b>X</b>	Sonia Honeydew (9)	<b>X</b>	Angelina Haggard
	Tal Lev (3)	<b>X</b>	David Zuckerman (10)		Robyn Kunsman
	Carol Harvey (4)		Nicole Sanderson (7)		
<b>X</b>	Ann Aumann (5)				
<b>X</b>	Natassia Stelmaszek (6)				
<b>X</b>	Beth Ramage (6)				<b>Guests</b>
<b>X</b>	Kelly Carter-Lynn (7)				
<b>X</b>	David Hirschberg (8)				
<b>X</b>	Hannah Wilson (8)				
<b>X</b>	Kameron Harmon (9)				
<b>X</b>	David Warren (10)				
	Lesley Colby (Faculty Senate)				
	<b>Labor Union Representation</b>		<b>Ex-Officio Members</b>		<b>Ex-Officio Members</b>
	Paula Lukaszek, WFSE Local 1488		Tracey Mosier, Facilities Services		Felicia Foster, Atty General's Office
	Taylor Stepien, Graduate & Professional Student Senate (GPSS), UAW 4121		Chris Pennington, Facilities Services		Margaret Graves, Atty General's Office
	Vacant, SEIU Local 1199		Steve Charvat, Emergency Management		Chief John Vinson, UWPD
			Stacie Louviere, Emergency Management		Jay Sedivy, Transportation Services
		<b>X</b>	Eli King, Emergency Management	<b>X</b>	Pam Nathan, Claims Services and guest Ken Nielson
			Megan Levy, Emergency Management		Vacant, Capital Planning & Development
		<b>X</b>	Rick Gleason, DEOHS	<b>X</b>	Lt. Chris Jaross, UWPD
<b>*x= Present at meeting (quorum = 11 elected and appointed members)</b>					



## Agenda

1. **Call to Order and Introductions**
2. **DEOHS Ex-Officio**
3. **Approval of May Meeting Minutes**
4. **Accident Prevention Plan**
5. **UW Building Safety Taskforce Update**
6. **Organizational Group Reports and Special Olympics Update**
7. **Union Reports**
8. **Ex-Officio Reports**
9. **Environmental Health & Safety (EH&S) Updates**
10. **Good of the Order**
11. **Adjourn**

*Recorded by Angie Haggard*

1. **Call to Order:** Leslie Anderson called the meeting to order at 1:08 p.m. Pam Nathan (Claim Services) introduced Ken Nielson, a temporary employee assisting with worker's compensation claims.

2. **DEOHS Ex-Officio:** A motion by Leslie Anderson to add an Ex-Officio member from the Department of Environmental and Occupational Health Sciences (DEOHS) carried. Motion was seconded and approved by members; Rick Gleason is the DEOHS Ex-Officio member.

Emma Corell announced the 2018-19 Faculty Senate Member is Lesley Colby from the Department of Comparative Medicine.

3. **Approval of May Meeting Minutes:** The May meeting minutes were approved.

4. **[Accident Prevention Plan \(APP\) Review](#):** Emma Alder gave a presentation on the Accident Prevention Plan (formerly known as Departmental Health and Safety Plans) This core accident prevention plan applies to all schools, departments and organizations within the University, excluding the UW Medical Center and Harborview Medical Center. Departments should not modify the APP, only supplement the plan with existing or new documentation and polices that address hazards beyond what is covered in the core APP. Safety committees are required by law to annually evaluate a workplace accident and illness prevention program and discuss recommendations for improvement, if any. EH&S will compile and track recommendations submitted by the health and safety committees.

Angie Haggard announced that the Accident Prevention Plan received an Award of Merit from the Campus Safety Health and Environmental Management Association

(CSHEMA).

**5. UW Building Safety Taskforce Update:** Committee members provided updates for the three workgroups 1) Access Management 2) Compliance and Regulatory Management and 3) Training and Practices Inventory. Shared documents for the working groups are being collected on Google Drive. Discussion around the fact University does not have a central location to keep track of employee training was held in workgroup 3.

**6. Organizational Group Reports and Special Olympics Update**

- a. Group 1:** Fieta Robinson reported that Group 1 met earlier today. The group reviewed the Online Accident Reporting System (OARS) reports. Committee members discussed a trip and fall incident on the PACCAR Hall stairs and updates from the UWPD Building Safety Taskforce. The CSHEMA Seattle regional conference is taking place at the HUB from June 13 – June 15. An employee that experienced a needlestick incident wanted the committee to know that 6 months after the exposure, they are still receiving follow up care. Pam Nathan stated employees should file a worker’s compensation claim to receive appropriate post-exposure follow up, which may take up to 13 months. Library staff attended [Stop the Bleed](#) training along with a few other members of Group 1.
- b. Group 2:** No representation.
- c. Group 3:** Paul Zuchowski reported Group 3 reviewed February and March OARS reports. Committee member Tal Lev took a position with another department. The committee is taking the next steps to fill the vacancy.
- d. Group 4:** Beth Hammermeister reported that the Group 4 subcommittee reviewed OARS reports. One near miss report involving magnetic fire doors lead to the discovery of three more similar unsafe conditions. Another OARS report review revealed the potential for hearing exposure in an animal care facility if and when an air horn were to be used by staff. EH&S recommended that earmuffs be located next to the air horn. School of Dentistry staff were concerned about a patient whom they believed was a domestic violence incident called UWPD. School of Dentistry staff were told UWPD could not respond. Lt. Jaross will follow up when additional details about the incident are provided by School of Density staff. Angie Haggard and Sheryl Payne, Health Sciences Administration Human Resources Consultant, discussed the Accident Prevention Plan and required trainings with committee members. Recent SafeCampus training was well attended by Health Sciences Administration staff.

- e. **Group 5:** Ann Aumann reported that Group 5 did not meet due to the Memorial Day holiday.
- f. **Group 6:** Beth Ramage reported that Group 6 met and reviewed OARS reports. Tracey Harvey from EH&S presented on Shared Lab Spaces. Group 6 lost two committee members; one member resigned and another member no longer works at the University. Group 6 members asked for clarification on the expectation for checking in with floor wardens when an evacuation occurs at or near the end of the workday. Emma Corell will follow up with EH&S Building and Fire Safety.
- g. **Group 7:** Kelly Carter-Lynn reported that Group 7 reviewed one OARS report. Ruth Johnston, Executive Sponsor for Group 7 and Vice Chancellor of Planning and Administration attended the meeting. Ruth shared with the committee members her commitment to make safety and lab safety a priority. Kelly shared on-going efforts to improve internal safety communications and consolidating safety related committees.
- h. **Group 8:** David Hirschberg reported Group 8 reviewed OARS reports. Hannah Wilson stated the committee will begin work on the Group 8 health and safety committee charter at their next meeting.
- i. **Group 9:** Sonia Honeydew reported that Group 9 reviewed OARS reports. Officer Smiles, Community Engagement Officer, presented on de-escalation techniques. The committee discussed how to manage extended elevator outages. An update was provided on impacts to pedestrian and vehicle traffic related to construction projects on campus. The new "Report a Concern or Injury" form on the recently designed EH&S website was shared.
- j. **Group 10:** David Zuckerman reported that Group 10 reviewed OARS reports. Rick Gleason presented on what OSHA training might be useful to the College of the Environment.

**At 2:22 p.m. a motion by Leslie Anderson to extend the meeting 5 minutes carried.**

- 7. **Union Reports:** No representation.
- 8. **Ex-Officio Reports:** Eli King from UW Emergency Management gave an update on the Special Olympics and presented an overview and the lessons learned from the annual Emergency Operations Center (EOC) exercise on May 22. The Special Olympics events and activities are from June 28 to July 8. UW is hosting about 4,600 athletes and their families. Events will be occurring all over the Puget Sound area,

from Kenmore to Federal Way. The Opening Day ceremony on July 1 is anticipated to be the biggest impact to the UW community with preparations for 30,000 attendees. Expect minimal transportation impacts unless using King County Metro or the UW Light Rail station. The Husky Den will be accessible only to athletes during the Special Olympics.

This year's EOC exercise was in preparation for the Special Olympics and involved the largest number of participants, 115, over 5 locations and several Unit Response Centers, as well as representatives from state, local and national organizations including the FBI and Special Olympics. Tours of the EOC are offered on the first Friday of every month.

**9. Environmental Health & Safety Updates:** *This agenda time was tabled until July due to time restrictions.*

**10. Good of the Order:** Group 5 and Harborview Medical Center are hosting the U-Wide health and safety committee in September. There will be an overview presentation on the Stop the Bleed training. Members are encouraged to take the Health Sciences shuttle to Harborview.

UW Bothell and UW Tacoma will host the U-Wide committee in 2019, dates to be determined.

**11. Adjourn:** Leslie Anderson adjourned the meeting at 2:43 p.m.

**University-Wide (U-Wide) Health and Safety Committee Meeting Agenda**  
**July 11, 2018**  
**1:00 p.m. – 2:30 p.m.**

**William H. Foege Bldg. N-130A**  
<http://www.washington.edu/maps/>

Regular Attendees:

- Current U-Wide Health and Safety Committee Members  
<https://www.ehs.washington.edu/workplace/health-and-safety-committees>
- Environmental Health & Safety (EH&S) Staff:  
 Jude Van Buren, Denise Bender, Emma Corell, Angie Haggard

Agenda Items	Persons Responsible	Process	Time
Call to Order and Introductions	Leslie Anderson, Co-Chair	Robert's Rules of Order	5 min
Approve June Meeting Minutes	Committee Members	Robert's Rules of Order	5 min
Personal Sharps Disposal	Katia Harb, Assistant Director, Research and Occupational Safety	Discussion	20 min
UW Building Security Task Force Update	Attendees	Discussion	10 min
EH&S Reports	Labor & Industries Update Staffing Updates	Presentation	10 min
Organizational Group Reports*	Committee Members	Discussion	25 min
Ex Officio Reports	Ex-Officio's	Discussion	15 min
Adjourn	Leslie Anderson, Co-Chair	Robert's Rules of Order	

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

***Please send ideas for agenda items to the U-Wide Co-Chairs at least 2 weeks prior to our meetings.***