

**Agenda – December 30, 2019**  
**Group 9 (College of Engineering) Health and Safety Committee**

**1. Attending**

Fiona Spencer or Elliot George, AA	Angie Haggard, EH&S
Colleen Irvin, BioE	Stacia Green, HCDE
Sean Yeung, CEE	Sheila Prusa, ISE
Michael Pomfret, CEI	Bill Kuykendall, ME
Kameron Harmon, ChemE	John Young, MoIES/NanoES
S. Honeydew or M. Glidden, CoE DO	Tatyana Galenko, MSE
Alex Lefort for Sophie Ostlund, CSE	Darick Baker or N. Shane Patrick, WNF
Bill Lynes, ECE	

**2. Previous Meeting Minutes**

- Nov 2019 – approve? Corrections/additions?
- Previous meeting minutes are posted at <https://www.engr.washington.edu/mycoe/safety#>

**3. Department Incident Reports (use “5 Why’s” analysis for one report)**

- BioE @ HSB – sterile needle prick (Nov)
- CEE @ Ben Hall – needle prick from autoclaved waste (Nov)
- ChemE @ Benson – rat bit finger (Nov)

**4. Group Business**

- Group 9 charter update
- CoE building annual evacuation drills status – remaining buildings
- Group 9 accomplishments, advice/ideas for next term
- January meeting:
  - determine day/time of monthly meetings
  - choose a Chair and Vice Chair
  - review training for our role on the H&S Committee

**5. UW-Wide Meeting**

- November minutes attached
- December agenda attached
  - Some group reorganization for next term
  - Union(s) looking at elevator problems (maintenance and accessibility)
  - UWEM says late Jan/Feb may be snowy
  - UWPD hopes to have new Chief in Spring
  - Lab Safety Innovations event will probably be every other year

**6. Member Updates**

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

# DRAFT Meeting Minutes

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

Meeting Date: November 25, 2019

### Attended

Kameron Harmon, ChemE	Sheila Prusa, ISE
Michael Pomfret, CEI	Svenja Fleischer for Bill Kuykendall, ME
J. Sean Yeung, CEE	John Young, MoIES/NanoES
Alexander Lefort for Sophie Ostlund, CSE	Tatyana Galenko, MSE
Sonia Honeydew, DO	Darick Baker, WNF
Angie Haggard, EH&S	

### Absent

Fiona Spencer or Eliot George, AA	Bill Lynes for John Young, ECE
Colleen Irvin, BioE	Stacia Green, HCDE

### Guest Speaker: Jenna Gravley, EH&S on new OARS Dashboard

- Jenna Gravley, Business and Data Analyst for EH&S Planning & Administration created (with Angie's help) the Health & Safety Committee dashboard, aka OARS dashboard.
- This translates the traditional annual Executive Sponsor report on OARS data into a live dashboard. Currently in beta version, with data from 2017-2019, the dashboard is updated the 10<sup>th</sup> of each month.
- Group 9 members have just been granted access – 1 person per department. Ping Sonia if others need access.
- There are five views you can change via link or tab according to preference.
- Covers all UW employees except UWMC, with group-specific data. Shows total reports, near misses, and OSHA recordables (beyond first aid and any needle stick with potential BBP). We can see # of reports and data about injury type and cause of injury, but not actual report (because not redacted). Can see number of injuries and days missed per group, and overall UW incident rate compared to other WA schools and DART rate.
- Admin access to the OARS dashboard allows view of actual unredacted reports and the ability to filter reports by location (not a standard field).
- Two key indicators for safety:
  - On-time reporting

## **DRAFT Meeting Minutes**

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

- Near-miss reporting (want at least 10% of OARS reports to be near miss reports – this shows a safety culture where people feel empowered to proactively report issues)
- Uses of OARS dashboard:
  - H&S Committees like Group 9 can view trends anytime.
  - Administrators, safety professionals, and/or Building Coordinators can view incident/near miss data.
  - This data will support an Executive Sponsor dashboard.
- Department selection criteria is messy (e.g. long department names, and the need to select multiple names for a dept) because department names from Workday.
- UW continues to look for a better incident management system – maybe we'll get a more robust one in a few years -- but for now we continue with OARS.

### **Previous Meeting Minutes**

- October 2019 – draft approved.
- Previous meeting minutes are at: <https://www.engr.washington.edu/mycoe/safety#>

### **Incident Reports**

- WNF @ Fluke – hit head on equipment in cleanroom (Oct). Received two staples at urgent care facility in U-Village. Note that employee health services at Hall Health does not include injury treatment, and Primary Care at Hall Health can be too busy for a drop-in – if you don't require emergency responders (via 911), you can call the Hall Health nurse for a consultation, or call the triage nurse at UWMC, but otherwise just look up urgent care facilities nearby.
- WNF @ Fluke – exposure to strong fumes from vapor priming oven (Oct). HDMS vacuum oven with chemical added to coat things... there may not be a sensor and it may be below detectible limits. The lab has a gas detector for other things. A 40-year old valve on a piece of equipment in the lab failed (unexpectedly) so chemical leaked over into the oven. It was tricky to track the problem because every time the oven door was opened the chemical was released, and ovens have an ammonia smell anyway. It took a few iterations before someone got a big whiff of the chemical and knew there was a real problem; it is also challenging to establish consistent reporting when there are so many different users of the equipment. Because of this investigation, they found the leak and replaced the valve.

# DRAFT Meeting Minutes

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

### Group Business

- Sonia still following up on Ben Hall landline 911 question (whether directed to UWPD or Seattle dispatch).
- Group 9 election status:
  - Reminder that new term doesn't start until 2020.
  - ECE leadership confirmed Bill Lynes appointed until position filled.
  - Will each rep have a proxy? Recommended.
- Charter update: Our charter doesn't reflect the change this cycle to elect rather than appoint Dean's Office rep, who also represents Collaborative Core employees. Edits agreed upon; Sonia will email all for confirmation, then submit update to Dean.
- Annual evacuation drill status: As of 11/22, five remain (three of those are double-building drills). Four of those five have been scheduled, and Fluke awaits end of construction project. Sonia ask Diego whether CTE (Academic Technologies) is included in drill planning.
- [Chemical & Physical Safety in \(R&T\) Labs](#): per Provost's lab safety task force recommendations, new UW policy and faculty safety committee in effect 1/31/2020:
  - Policy establishes procedures for assessing and managing safety in research and teaching
  - Policy establishes procedures for corrections of lab safety deficiencies
  - Policy identifies EH&S as lead unit for implementation, coordinating with new committee (because combined they have greater capability to enforce).
  - New "Chemical and Physical Hazards in Research Safety" Faculty Committee will work with EH&S to implement best practices to support culture of safety. Committee will meet regularly to review unaddressed lab safety violations, and finalize an escalation policy (yes they already can shut down a lab that endangers health).
  - EH&S continues Lab Safety Initiative to help the labs where they can make the most impact, and to standardize for the whole community. Use lab safety survey metrics to identify areas of concern.
  - Will update Presidential Executive Order 55 to mention all institutional committees (like Group 9?)
  - Next summer there will be an Advisory Group to the Provost that comprises all safety committee chairs
- [Preventable Fire Alarm initiative](#) – \$373 fines start in 2020 (waive 1/qtr)

## DRAFT Meeting Minutes

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

#### *UW-Wide Meeting*

- Oct minutes in packet.
- Nov agenda in packet.
  - Charter updated to reflect remote access option for meetings.
  - Non-native poisonous mushrooms found growing on campus. There are foragers on campus daily so this is a concern.
  - There was a request for more centralized online information addressing safety information for work travel.
  - There was a reminder of the importance of lights and reflectors on seasonally dark trails/roads. SafeCampus has free reflective slap bracelets.
  - The UW Tower gas leak was a multijurisdictional unique incident; much was learned. SFD was incident commander. We realized our emergency plan didn't go into much detail about sheltering in place, so drafted a new section and got an SFD gas leak response plan.

#### *Department Updates*

- MSE – Mueller exterior door handle near Roberts was broken – not sure whether malicious – nothing missing
- ISE – mouse in Chair's office
- CSE – established with EH&S that new space is maker space shop, not lab
- ChemE – also have mouse problems, in club storage room that holds food near the exterior. Have a fume hood that has been out of service since 7/16 – one of only two on campus with filter inline – EH&S doesn't establish the standard so Facilities must figure out. Kameron out Jan-Mar; Carter Beamish will serve as proxy to Group 9.

#### *Next Meeting*

- December 30th, 2019 at 3pm, in Loew 355. Last meeting of the two-year term! Invite new Executive Sponsor?



# University of Washington Accident / Incident Report

Report Number: 2019-11-058

Contact EH&S at 206-543-7262

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: GRAD: Finance
Date Reported (yyyy/mm/dd): 2019/11/18	Time of Reporting: 04:00 PM

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: GRAD: Finance

## Incident Details

Date of Incident (yyyy/mm/dd): 2019/11/15	Time of Incident: 2:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MAG HEALTH SCIENCES	
Room: i357	Other:	

Incident Details:  
 I accidentally punctured my thumb with an unused, sterile needle in the human side of the lab.  
 Attachment: No

## Supervisor

Last Name: Yazdan-Shahmorad	First Name: Azadeh
Phone: +1 206 543-6127	Email: azadehy@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: ENG: Bioengineering

## Classification

Level 1:  
 Injury requiring first aid,

## Type of Incident

Injury Description: Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),  
 Body Parts Affected: Fingers,  
 Cause of Injury or Damage: Needles, Medical Sharps, Scalpels, etc. (Clinical, Research, Teaching),

## Possible Causes

Equipment: Using Equipment Improperly,  
 Environment:  
 Policies / Procedures:  
 Human Factors:

## Suggested corrective action by the affected party

[REDACTED]

## Supervisor's Comments

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

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.)  
**Inappropriate use of equipment**

Recommendations/Preventive Measures:  
**The student was given instructions to take more precaution handling sharps.**

Corrective Actions Target Date (yyyy/mm/dd): <b>2019/11/15</b>	Corrective Actions Complete Date (yyyy/mm/dd): <b>2019/11/15</b>
---	---

Other Comments:

**EHS Review**

Last Name:	First Name:	Phone Number:	Email:
------------	-------------	---------------	--------

Occupation/Position:	Department:
----------------------	-------------

Comments:



# University of Washington Accident / Incident Report

Report Number: 2019-11-062

Contact EH&S at 206-543-7262

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: <b>ENG: Civil and Environmental Engineering-Stahl Lab</b>
Date Reported (yyyy/mm/dd): <b>2019/11/19</b>	Time of Reporting: <b>02:36 PM</b>

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email:
Occupation/Position: <b>Undergraduate Student</b>	Department:
Person was in Paid Position: <b>Yes</b>	

## Incident Details

Date of Incident (yyyy/mm/dd): <b>2019/11/19</b>	Time of Incident: <b>2:15 PM</b>	When Shift Begins: <b>N/A</b>
Campus: <b>Seattle</b>	Incident Location/Parking Lot: <b>BEN HALL INT. RSCH</b>	
Room:	Other:	

Incident Details:

[REDACTED] is our [REDACTED] and was autoclaving biosafety waste as per her daily tasks. When removing the waste bag from the autoclave she was pricked by a needle that was improperly disposed of in the bag. She informed me immediately and we treated her small puncture wound on her palm with first aid. The needle had been autoclaved prior to the incident.

Attachment: **No**

## Supervisor

Last Name: <b>Stahl</b>	First Name: <b>David</b>
Phone: <b>+1 206 685-8502</b>	Email: <b>dastahl@uw.edu</b>
Occupation/Position: <b>PROFESSOR EMERITUS</b>	Department: <b>ENG: Civil and Environmental Engineering JM Academic</b>

## 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: **Needles, Medical Sharps, Scalpels, etc. (Clinical, Research, Teaching),**

## Possible Causes

Equipment:

Environment: **Sharp Objects,**

Policies / Procedures: **Failure to Follow Procedures,**

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



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.) <b>Laboratory personnel, waste disposal &amp; safety training</b>			
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 of Washington Accident / Incident Report

Report Number: 2019-11-086

Contact EH&S at 206-543-7262

## Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: <b>ENG: Chemical Engineering- Nance Lab JM Student</b>
Date Reported(yyyy/mm/dd): <b>2019/11/26</b>	Time of Reporting: <b>07:39 PM</b>

## Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: <b>ENG: Chemical Engineering- Nance Lab JM Student</b>

## Incident Details

Date of Incident(yyyy/mm/dd): <b>2019/11/26</b>	Time of Incident: <b>4:15 PM</b>	When Shift Begins: <b>N/A</b>
Campus: <b>Seattle</b>	Incident Location/Parking Lot: <b>BENSON HALL</b>	
Room: <b>211</b>	Other:	

Incident Details:

**While attempting to hold a rat for euthanasia via anesthetic overdose, I was bitten on the finger by the rat.**

Attachment: **No**

## Supervisor

Last Name: <b>Nance</b>	First Name: <b>Elizabeth</b>
Phone: <b>+1 206 543-2216</b>	Email: <b>eanance@uw.edu</b>
Occupation/Position: <b>ASSISTANT PROFESSOR</b>	Department: <b>ENG: Chemical Engineering-Faculty</b>

## Classification

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

## Type of Incident

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

Body Parts Affected: **Fingers,**

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

## Possible Causes

Equipment:

Environment:

Policies / Procedures: **Failure to Follow Procedures,**

Human Factors: **Inattention,**

## Suggested corrective action by the affected party

**I will be retaking a rat hands-on course for a refresher on proper rat handling techniques for successful intraperitoneal injection.**

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.)  
Our Sprague dawley rats are often very docile and used to being handled. It is highly unusual for a postnatal 35 rat to even nibble or nip at a handler. We identified that this rat pup might have been experiencing high stress or anxiety, even with our normal handling techniques. This is the first incident of its kind in 5 years of weekly animal work in my lab, and in my opinion is an isolated incident.

Recommendations/Preventive Measures:  
However, [REDACTED] will retake the rats hands-on training just to refresh on handling techniques and will relay any updates to all approved animal users in the lab at our next lab safety moment in lab meeting.

Corrective Actions Target Date (yyyy/mm/dd): 2019/12/04	Corrective Actions Complete Date (yyyy/mm/dd): 2019/12/04
--	--

Other Comments:

**EHS Review**

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

## U-WIDE HEALTH AND SAFETY COMMITTEE

November 13, 2019 Meeting Minutes | 1 p.m. - 2:30 p.m. | N-130A

	<b>Elected Members* (HSC Group)</b>		<b>Appointed Members* (HSC Group)</b>		<b>Environmental Health &amp; Safety (EH&amp;S) Staff**</b>
<b>X</b>	Leslie Anderson, Co-Chair (1)	<b>X</b>	Paul Zuchowski (3)	<b>X</b>	Katia Harb
	Fieta Robinson (1)		Katie Beth (3)	<b>X</b>	Denise Bender
<b>X</b>	Ryan Hawkinson (1) alternate	<b>X</b>	Beth Hammermeister (4)	<b>X</b>	Erin McKeown
	Sterling Luke (2)	<b>X</b>	Liz Kindred, Co-Chair (5)	<b>X</b>	Angelina Haggard
<b>X</b>	Jeff Mellema (2)		Adam Geoffrey (7)		Manisha Konnur
	Carol Harvey (4)		David Zuckerman (10)	<b>X</b>	Jenna Gravley
<b>X</b>	Ann Aumann (5)			<b>X</b>	Eleanor Wade
<b>X</b>	Natassia Stelmaszek (6)				
	Kelly Carter-Lynn (7)				<b>Guests</b>
	David Hirschberg (8)			<b>X</b>	Kurt Oglesby
	Hannah Wilson (8)			<b>X</b>	Kevin McNerney
	Kameron Harmon (9)				
<b>X</b>	David Warren (10)				
	<b>Faculty Senate*</b>				
<b>X</b>	Lesley Colby				
	<b>Labor Union Representation*</b>		<b>Ex-Officio Members**</b>		<b>Ex-Officio Members**</b>
	Paula Lukaszek, WFSE Local 1488		Tracey Mosier, UW Facilities		Felicia Foster, Atty. General's Office
<b>X</b>	Christine Kang, UAW 4121	<b>X</b>	Chris Pennington, UW Facilities		Lt. Chris Jaross, UWPD
	Leandro Casigrahi UAW 4121 Post Docs	<b>X</b>	Steve Charvat, Emergency Management		Vacant, Transportation Services
			Barry Morgan, Emergency Management	<b>X</b>	Ken Nielsen, Risk Claims Services
		<b>X</b>	Rick Gleason, DEOHS		Vacant, Capital Planning & Development
<b>*X=present at meeting (quorum=12 elected and appointed members)</b>					
<b>*voting members</b>					
<b>**non-voting members</b>					

## Agenda

1. **Call to Order and Introductions**
2. **Approval of Meeting Minutes**
3. **Recognition: Paul Zuchowski**
4. **U-Wide Charter Revisions**
5. **Organizational Group Reports and Election Update**
6. **Union Reports**
7. **Ex-Officio Reports**
8. **EH&S Updates**
9. **Good of the Order**
10. **Adjourn**

*Recorded by Angelina Haggard*

1. **Call to Order and Introductions**

Leslie Anderson called the meeting to order at 1:05p.m. Paul Zuchowski introduced Kurt Oglesby and Kevin McNerney. Paul is retiring and Kurt will be representing Group 3 at the December meeting.

2. **Approval of the Meeting Minutes**

The committee approved the October 2019 U-Wide meeting minutes as amended.

3. **Recognition: Paul Zuchowski**

Committee members recognized Paul for his proactive, consistent, and reliable dedication to safety during his 35 years at the University. Paul thanked the committee for the honor and privilege to do the important work of safety and encouraged members to continue doing their great work.

4. **U-Wide Charter Revisions**

The committee discussed adding the capability of remote access to meetings via Zoom or a conference call. Members were supportive of the option to attend the meetings remotely and spent time reviewing and editing an addition to their charter. The below charter language was voted on and approved. EH&S will update the U-Wide Charter with the following approved language:

“Committee members may attend the meeting remotely. The committee member should notify the U-Wide chair and the designated EH&S meeting coordinators as soon as possible if they cannot attend the meeting in person but will attend remotely. EH&S will reserve the necessary equipment (Zoom and phone line) for each meeting and will be ready for remote meeting attendees.”



## 5. Organizational Group Reports and Election Update

**HSC 1** - Ryan Hawkinson reported the committee met quorum, approved minutes, reviewed OARS reports and welcomed two new committee members. Elections for Group 1 are ongoing.

**HSC 2** - Jeff Mellema reported that his group could not meet quorum and thus could not approve meeting minutes. They reviewed OARS reports.

**HSC 3** - Paul Zuchowski reported that his group met last month and discussed OARS reports. The committee discussed the toxic mushroom alert. The November and December meetings are cancelled due scheduling conflicts within Student Life. Elections for Group 3 are completed and there is a good mix of returning and new members for the 2020-21 term. Paul has scheduled the first six month of meetings in 2020.

**HSC 4** - Beth Hammermeister reported that Group 4 met on October 22 and discussed updating their charter. Elections for Group 4 are on-going. The subcommittee reviewed OARS reports. Group 4 members asked the U-Wide members for guidance and resources for employees while travelling on official business. The committee discussed the Safety Portal as one example of how to connect employees with various resources that are managed by multiple departments. The committee also discussed and agreed that EH&S should add a few sentences regarding travel safety to their next revision of the UW Accident Prevention Plan. Beth reported that Jenna Gravely and Angie Haggard presented the OARS dashboard at the Group 4 meeting. She said that the dashboard allows Health and Safety Committees to access their near miss reporting and on time reporting metrics. Group 4 also talked about the various ways departments communicate about safety and first aid training requirements and those resources.

**HSC 5** - Liz Kindred reported that Group 5 met on October 28 and reviewed Patient Safety Network reports. Group 5 discussed ideas for a safety initiative to prevent Sani-Cloth eye splash incidents. They reported that 95% of medical center employees had met the November 8 compliance deadline for flu vaccinations. Group 5 members learned about grounded Airlift Northwest flights due to weather, lightning, and discussed cabin pressurization issues and Boyle's Law. Group 5 discussed the bicyclist and pedestrian incidents at the Roosevelt clinic. The committee reviewed the recent L&I phone/fax issue at UWMC, as it has relevance to a similar exhaust system at HMC. Election nominations for Group 5 close this week and elections should be completed by the week of Thanksgiving.

**HSC 6** - Natassia Stelmaszek reported that Group 6 met and reviewed OARS reports. Elections for Group 6 are complete. Outreach to underrepresented departments for the 2018-19 term resulted in a large turnout for the October meeting.

**HSC 7** - Angie Haggard reported that Group 7 met yesterday and reviewed OARS reports and their elections are in progress.



**HSC 8** – Denise Bender reported that she and other EH&S staff attended the October Health and Safety Committee meeting. After the meeting they were given a tour of UW Tacoma Campus by Joshua Stanley, UW Tacoma Director of Facilities. EH&S staff were there to assess and determine UW Tacoma’s needs in industrial hygiene, physical safety, and fire & life safety services. EH&S is drafting a Memorandum of Understanding with UW Tacoma to address this support.

**HSC 9** – Sonia reported they met on October 28 and discussed OARS reports. The committee members decided to invite Angie Haggard and Jenna Gravely to their November meeting to demonstrate the OARS dashboard. The committee reviewed the benefits of using the Safe Zone App recommended by UPWD. The College of Engineering Annual Evacuation drills are almost complete. Group 9 elections are complete.

**HSC 10** – David Zuckerman reported they met and discussed OARS reports. Elections are complete. The UW’s boating training took place and went well. The UW boating stakeholders are partnering with the Seattle Parks and Recreation department to achieve boating training certifications.

**6. Union Reports:** Christine Kang, no report.

**7. Ex-Officio Reports:**

**Claims Services:** Ken Nielsen, no report.

**UW Facilities:** Chris Pennington reported that the Group 2 elections are on-going. Chris Pennington announced November is Ride in the Rain month and to be responsible pedestrians by wearing bright colors or reflectors. Natassia showed committee members the reflective slap bracelets available from SafeCampus.

**DEOHS:** Rick Gleason reminded committee member to be safe by being aware in the darker days, windy weather, and the holiday season.

**Emergency Management:** Steve Charvat reported the biennial Emergency Management retreat was held over three days at Friday Harbor Labs. This is a tri-campus retreat with partner organizations to prioritize strategic planning and goals with limited resources. Steve also reported that on November 1, UW Emergency Management hosted 40 City of Seattle employees to test the City’s written procedures for their primary backup Emergency Operations Center. Steve told committee members the winter weather predictions by NOAA are a “neutral winter” notification; floods, winds, and rainy – normal winter conditions.

Leslie Anderson mentioned that Group 1 discussed the gas leak that impacted the UW Tower occupants. She asked if there was an after-action review report available. Steve replied that the Seattle Fire Department was the incident commander. Denise Bender reported that the evacuation template will be updated to include “sheltering in place”.



Denise also told the committee members that a memo about the gas leak incident was sent to the UW Tower building coordinator to be distributed to the UW Tower occupants. UW departments were encouraged to update their evacuation plans.

Steve told committee members the UW Alerts have an audience of more than 100,000 and are intended to inform when an incident is happening and when the incident has ended. There is a link within each UW Alert that directs the audience to more details about the incident on the UW Alert website.

**Faculty Senate** – Lesley Colby reported the next Faculty Senate meeting is the first week of December. Lesley encouraged committee members to please let her know if there is anything she can bring to the Faculty Senate.

- 8. EH&S Updates:** Erin McKeown reported that Labor & Industries responded with no fines or violations to the UWMC Operations and Maintenance investigation.

Katia Harb reported that in August Provost Richards approved the following Lab Safety Task Force recommendations:

- adopt an administrative policy for chemical and physical safety
- create a University Chemical and Physical Safety Committee
- update Executive Order 55 roles and responsibilities to address committee chairs
- develop an outreach and communication plan to engage the research community
- create an advisory group that reports to the Provost made up of the chairs of the institutional committees

Katia also invited committee members to the Innovation Lab Safety Recognition event on December 9 at the HUB where Principal Investigators will share their innovative techniques and approaches.

Katia also encouraged committee members to sign up for the EH&S newsletter.

- 9. Good of the Order:** Leslie Anderson reminded committee members that the December meeting will include recognition for the 2018-19 term. Health and Safety Committee Executive Sponsors were invited and light refreshments will be served.
- 10. Adjourn:** Leslie Anderson adjourned the meeting at 2:27 p.m.



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

December 11, 2019

1:00 p.m. – 2:30 p.m.

William H. Foege Bldg. N-130A

<http://www.washington.edu/maps/>

Agenda Item	Lead	Process	Time
Call to Order	Leslie Anderson	Robert's Rules of Order	
Recognition: Leslie Anderson	Committee members	Discussion	10 min
2018-19 Term Recognition	Committee members	Discussion	25 min
Approval of Meeting Minutes	Leslie Anderson	Robert's Rules of Order	5 min
Organizational Group Reports*	Committee members	Discussion	25 min
Union Reports	Union representatives	Discussion	5 min
Ex-Officio Reports	Ex-Officio members	Discussion	10 min
EH&S Updates	EH&S staff	Discussion	10 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

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

**Please send ideas for agenda items to the co-chairs Leslie Anderson and Liz Kindred at least 2 weeks prior to the scheduled meetings.**