

**Agenda – April 27, 2015**  
**Group 9 Health and Safety Committee (College of Engineering)**

**1. Attending:**

Chris Adams, MoES  
Emma Alder, EH/S  
Cassie Atkinson-Edwards, HCDE  
Arne Biermans, ChemE  
Tracy Erbeck, CSE  
Michael Glidden, DO  
Sonia Honeydew, DO

Bill Kuykendall, ME  
Sheila Prusa, ISE  
Fiona Spencer, AA  
Karen Wetterhahn, MSE  
Sean Yeung, CEE  
John Young, EE  
Ruth Woods, BioE

**2. Absent**

**3. Guest Speaker: Ed Havey (EH&S) re: Office ergonomics**

- EH&S Ergonomics program overview (5-10 minutes)
- Field trip within CSE: how to set up an ergonomically friendly workstation (15-20 minutes)
- Homework for May mtg: find out how someone requests ergonomic review in your dept

**4. Previous Meeting Minutes**

- March 2015

**5. Department Incident Reports (from past)**

- AA – Ears/bang (f/u w/Carl)

**6. Department Incident Reports (current)**

- BIOE – razor blade cut

**7. UW Wide meeting**

- March (@ UW Tacoma)

**8. Department update**

- Discussion to improve Pls management of proper training and documentation for their personnel

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## Draft Meeting Minutes

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

Meeting Date: March 30, 2015

#### 1. Attended

Sonia Honeydew, BioE  
Sheila Prusa, ISE  
Emma Alder, EH&S  
Bill Kuykendall, ME  
J. Sean Yeung, CEE  
Cassie Atkinson-Edwards, HCDE

John Young, EE  
Chris Adams, MoIES  
Arne Biermans, ChemE  
Michael Glidden, DO  
Norbert Berger, BioE

#### 2. Absent

Tracy Erbeck, CSE  
Fiona Spencer, AA  
Karen Wetterhahn, MSE

#### 3. Previous Meeting Minutes

- February 2015 – approved
  - re: discussion to improve lab training, both new and old PIs listed are model PIs whom we should interview for best practices

#### 4. Incident Reports

- Past:
  - AA – Ears/bang (follow up with Carl) – AA absent; follow up in April
  - ME – split thumb (reiterated SOPs; retrained)
- Current:
  - DO – stdt cut wrist attempting to open classroom window at Anderson; question of who rpts when not “at” dept or in shared space: Emma says whoever knows the most about the incident should report it; Emma will have Classroom Svcs call FS to f/u
  - ME – mercury spill and discovered previous exposure; lesson is sweep old space for mercury; we recommend CoE better support UW protocol for closure of space incl walkthrough at end, by communicating protocol well and establishing a departure fund so not unfunded mandate
  - CE – fire in glove box (f/u more in April): most MSDS’s do not mention lithium reacts to nitrogen! MSDS’s vary by vendor and may not be consistent or thorough/reliable. Emma asked Erin McKeown how MSDS’s are updated; Erin agrees that some manufacturers update MSDS’s better than others. Either the MyChem managers (like Erin) update the MSDSs or the labs can upload a copy of the a new MSDS into MyChem, which triggers a message to Erin ([MyChem@uw.edu](mailto:MyChem@uw.edu)) so she can update all inventories with the new MSDS.
  - CSE – raccoon scratch: 3-4 raccoon attacks in last six months – Emma advising Howard Nakase of Grounds as he is working on relocating raccoons (note that raccoon scat is hazardous – can cause respiratory distress); injury presented at UWMC urgent care – didn’t know about OARS report (now educated); Charles Easterberg may post “do not feed raccoons” signs.

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## Draft Meeting Minutes

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

#### 5. UW Wide meeting

- February – OARS and OSHA reports; speakers that have visited other Group meetings; updated OARS form coming

#### 6. Department Updates

- D.O.: we'll soon post Group 9 notes on CoE website, and send you all the link. (Sonia f/u)
- EH&S: did you review CoE and Dept summaries? (MG will resend.)
- D.O.: how can the D.O. better assist depts. w/safety? (Sonia f/u)
  - Best practices for training @ lab level?
  - Identify gaps at Univ/dept levels re: evacuations
  - Please remind people to subscribe to UW Alerts
  - Identify potential improvements in access control
    - ChemE is doing more access control w/prox cards (limited hours or all access), esp UG labs – that should help with many issues
    - HCDE is happy to beta test wifi CAAMS (security less critical there)
    - King Cobra works with Husky card but Trilogy doesn't yet – better to use UW-supported database like CAAMS than manage at dept level like Trilogy
    - Cameras are reactionary not preventative (noted that AG's Office philosophy on cameras changed in last 3-4 yrs)

# *Accident Summary Report*

## *HSC 9*

*3/1/2015 to 3/31/2015*

<i>Case#</i>	<i>Org Name</i>	<i>Job Title</i>	<i>Date Reported</i>	<i>Employee Activity</i>	<i>Supervisor Corrective Action</i>
2015-03-068	BIOENGINEERING	ASSISTANT - NON-UW STUDENT	3/23/2015	I cut myself on a razor blade then bled a lot	A good idea is to stress that students remain alert at all times. If they feel inattentive, perhaps they should take a break. We should tell them on a continuing basis.



# University of Washington Accident / Incident Report

Report Number: 2015-03-068

Contact EH&S at 206-543-7262

## Person Reporting Incident

Last Name: <b>Last Name</b>	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: <b>ASSISTANT - NON-UW STUDENT</b>	Department: <b>Unspecified</b>
Date Reported (yyyy/mm/dd): <b>2015/03/23</b>	Time of Reporting: <b>12:30 PM</b>

## Person Involved or Affected

Last Name: <b>Last Name</b>	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: <b>ASSISTANT - NON-UW STUDENT</b>	Department: <b>Unspecified</b>

## Incident Details

Date of Incident (yyyy/mm/dd): <b>2015/03/23</b>	Time of Incident: <b>12:00 PM</b>	When Shift Begins: <b>N/A</b>
Campus: <b>Seattle</b>	Incident Location/Parking Lot: <b>W.H. FOEGE BIOENG</b>	
Room: <b>Pollack Lab</b>	Other:	

Incident Details:

**I cut myself on a razor blade then bled a lot**

Attachment: **No**

## Supervisor

Last Name: <b>POLLACK</b>	First Name: <b>GERALD</b>
Phone: <b>+1 206 685-1880</b>	Email: <b>ghp@u.washington.edu</b>
Occupation/Position: <b>PROFESSOR</b>	Department: <b>BIOENGINEERING</b>

## Classification

Level 1:  
**Injuries requiring first aid,**

## Type of Incident

Nature of Injury: **Open Wound : Laceration, Puncture, Scratch,**

Body Parts Affected: **Fingers,**

What caused the harm: **Contact with Objects,**

## Possible Causes

Equipment: **Using Equipment Improperly,**

Environment:

Policies / Procedures:

Human Factors: **Inattention,**

## Suggested corrective action by the affected party

**Just be more careful with the blade**

## 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.)

**It's not obvious to me that any root cause exists, except the "inattention" cited by the student.**

**Recommendations/Preventive Measures:**

**A good idea is to stress that students remain alert at all times. If they feel inattentive, perhaps they should take a break. We should tell them on a continuing basis.**

Corrective Actions Target Date (yyyy/mm/dd):  
**2015/03/27**

Corrective Actions Complete Date (yyyy/mm/dd):  
**2015/03/27**

Other Comments:

**EHS Review**

Last Name: **CORDTS**

First Name: **STUART**

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

Email: **scordts@uw.edu**

Occupation/Position:

Department:

**Comments: Forwarded to ohnurse (Judy Cashman) and emphlth (Suzanne Mason) for review as to whether additional medical follow up is appropriate. Stuart Cordts, 3/25/2015. 3/25/2015: Judy Cashman noted that Biosafety Officers had visited the lab concerning the incident, and that she would do more follow up. Employee Health acknowledged email receipt.**

## University-Wide Health and Safety Committee Meeting Agenda

April 8, 2015  
1:00 – 2:30 PM

### UW Tacoma – WCG 209

#### Regular Attendees:

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

Agenda Items	Persons Responsible	Process	Time
Call to Order	Leslie Anderson, Chair		
UW Tacoma Overview	Harlan Patterson, Vice Chancellor, UWT Finance and Administration David Leonard, Director, UWT Environmental Health & Safety	Presentation	20 min
EH&S Report	Doug Gallucci: Environmental Programs Overview	Presentation	10 min
Open Discussion	Committee Members	Discussion	5 min
Tour of Tacoma Campus	David Leonard	Tour	55 min
Adjourn	Leslie Anderson		

Next Meeting: 5/13/2014 – **Foege N130A**

## University-Wide Health and Safety Committee Meeting Minutes

March 11, 2015 1:00-2:15 pm  
Foegen N130A

	<b>Elected Membership</b>		<b>Appointed Membership</b>		<b>Guests</b>
<b>X</b>	Leslie Anderson (1)	<b>X</b>	Paul Zuchowski (3)	<b>X</b>	Stuart Cordts_EH&S
<b>X</b>	Ryan Hawkinson (1)	<b>X</b>	Bob Ennes (4)	<b>X</b>	Ed Havey-EH&S
	Paula Lukaszek (2)	<b>X</b>	Nadia Khan (4)-alternate	<b>X</b>	Thomas Olson-UW Police
	Sterling Luke (2)		Nicole Sanderson (7)	<b>X</b>	Kris Pennington_FS
<b>X</b>	Sara Jones (3)		Michael Glidden (9)	<b>X</b>	Kao Nomura-EH&S
	John Martin (6)		David Zuckerman (10)		
<b>X</b>	Ron Maxell (6)	<b>X</b>	Liz Kindred (12)		
	Paul Miller (6)		Rob Hinton (12)		
	Charlotte Rasmussen (7)				
<b>X</b>	Stephen Rondeau (8)				
<b>X</b>	Sonia Honeydew (9)				
<b>X</b>	Roy Farrow (10)				
	Kathy Newell (10)				
<b>X</b>	Rick Gleason (Faculty Senate)				
	<b>Labor Union Representation</b>		<b>Ex Officio Membership</b>		<b>Support</b>
<b>X</b>	Jim Bals WFSE Local 1488		Michelle Doiron Attorneys General Office		Jude Van Buren, Director, EH&S
	Joel McCulloch SEIU Local 1199	<b>X</b>	Tracey Mosier Facilities Services	<b>X</b>	Katia Harb, Asst. Director, EH&S
	Laura Harrington SEIU 925		Wendy Winslow-Nason Risk Management	<b>X</b>	Sherry Baron, EH&S Technical
	Peter Johnston UAW 4121		Ron Fouty Capital Projects		Emma Alder, EH&S Technical
			Josh Kavanagh, Transportation Services		

**\*X= Present at meeting**



**Agenda**

1. Call to Order
  2. 2014 OARS and OSHA 300 Statistics
  3. Approval of February Minutes
  4. Organizational Group Reports
  5. Union Reports
  6. Ex-Officio Reports
  7. Evacuation Drill Subcommittee Update
  8. April Meeting Update: Tacoma Transportation
  9. EH&S Reports
  10. Meeting Adjournment
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Recorded: by

1. **Call to Order:** Meeting called to order at 1:02 PM by Leslie Anderson.
2. **2014 OARS and OSHA 300 Statistics:** Stuart Cordts EH&S, presented on the 2014 accident and injury statistics for 2014. He clarified the difference between the OARS reports and recordable incidents. The number of OARS reports for most Health and Safety Committees (HSC) either remained the same or increased, while the number of recordable incidents either remained the same or decreased, which is good. This means that people are not afraid to report injuries. There was also quality control in gathering of data by Emma Alder. Stuart explained the 2012-2014 trends in causes of harm and nature of injuries, and gave analysis of the 2014 causes and injuries for days away or restricted days from work. Various improvements will be made to the OARS categories for injuries and causes to encourage people not to mark "Other." An accurate OARS reporting helps to make effective safety improvements throughout the campus.

The members asked Stuart several questions regarding the data. Stuart informed that committee that student injuries should be reported to make safety improvements. The U-Wide can assist by informing and encouraging their respective committees to report accidents involving students or members of the public. Even if you do not know the name of the individual, the person can be anonymous in OARS.

3. **Approval of February Minutes:** Leslie requested for a motion to approve the February minutes as written. A motion to approve the minutes as written was put forward and seconded. The minutes were approved as written.
4. **Organizational Group Reports:**
  - a. **Group 1:** Ryan Hawkinson reported that Siri McLean presented on earthquake safety at today's Group 1 meeting.
  - b. **Group 2:** No report.

- c. **Group 3:** Paul Zuchowski reported that Group 3 reviewed three months of accidents reports on 2/17. He discussed a successful evacuation of HUB. Sara Jones reported that she had to contact Emma Alder to find out about an OARS injury that was not reported directly to her department. Sherry Baron commented that anytime there is a worker's comp claim without an OARS report, Emma will create one if the injured worker can't be reached, and that it will be reported to the HSC involved.
- d. **Group 4:** Bob Ennes reported that Group 4 met on 2/27 and reviewed U-Wide activities. Emma gave accident root cause analysis presentation, which was received positively. Phil Numoto spoke to the group about eye protection wear to address people not wearing the eye protection possibly due to discomfort and no-stylishness. Since Glenn McLean left, Nadia Khan has become co-chair of Group 4.
- e. **Group 5:** Liz Kindred reported that Group 5 met last month to review 2014 incident reports and previous month's PSNs. There are about 1000 incident reports a year from each medical center, with the bulk from patient handling. Safe patient handling is a big challenge. UWMC has been doing a good job decreasing the number of incidents. HMC has been putting ceiling lifts in rooms and replacing wheels on carts for better and easier handling. They are interested in looking at incident rates per patient load. The group also reviewed the year's work with education, Sani-cloth splashes, and wheel replacements on laundry carts. Group 5 is also looking into the number of patients to see how it affects injury rates, which fluctuate throughout the time of year.
- f. **Group 6:** Ron Maxwell reported that Group 6 met and discussed their election process. They are still waiting on an appointment to replace the former member from the Dean's office
- g. **Group 7:** No member present
- h. **Group 8:** Stephen Rondeau reported that Group 8 met last month to discuss the fatality which occurred last August at the Grand Staircase. Two rows of bollards will be constructed at 19<sup>th</sup> Avenue and Jefferson, to be completed by June. Three OARS report incidents were discussed. Informational posters should be put up at YMCA to guide people in case of accidents. People would like announcements prior to paint work, as some are sensitive to paint fumes. The group discussed the need to identify floor wardens and have better protocols for fire evacuations.
- i. **Group 9:** Sonia Honeydew reported that Group 9 reviewed recent incidents. The group discussed theft of unattended property and the need to share ideas about best practices. Sonia also mentioned is moving from Bioengineering Dean's office to work with Michael Glidden but will remain on Group 9.

- j. **Group 10:** Roy Farrow reported that Emma Alder presented on root cause analysis of accidents at their February meeting.
- k. **Faculty Senate:** Rick Gleason reported that there was a safety stand-down for fall prevention. We need to become aware of all the potential fall hazards where maintenance is necessary. Falls are the second leading cause of death in the workplace.

## 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:** Jim Bals requested an L&I report. Sherry Baron will provide.

## 6. Ex-Officio Reports:

Tracy Mosier reported that Emma Alder met with Building Services to speak about accident investigations. Also, FS started a new program, called Stop Work. Employees can request someone to stop work if they see a hazardous situation. If the person involved is not receptive to your warning to correct a potentially dangerous situation, it is important to bump it up (get their supervisor) and to turn it over to the appropriate parties.

## 7. Evacuation Subcommittee Update:

First meeting will be held on 3/24 at 11AM, Benjamin Hall. There are still openings on the subcommittee, if anyone is interested in being part of the committee. Leslie will report next month on the first meeting.

- 8. **April Meeting Update: Tacoma Transportation:** Agenda is being worked on. Leslie took a count of hands for people who would take arranged transportation instead of driving their own cars. Five people raised hands. The number of people who will be attending this meeting is still tentative. Meeting and visit will be at same time as usual, from 1:00-2:30PM. More information will be provided via e-mail soon.

## 9. EH&S Reports

- a. **L&I Update:** Sherry Baron reported on the L&I inspection initiated by UWMC for regarding legionella bacteria. There was a tour of seven cooling towers and an eighth one being built. The inspection is expected to close in April. Improvements to the treatment plants and information about water testing have been communicated to the maintenance staff who go into the cooling towers. Jim Bals questioned if PPE is still being used. Sherry replied that N-95 is still recommended.
- b. Katia Harb reported that Emma Alder is presenting about the U-Wide Safety Committees at the Pacific Northwest Regional Campus Safety, Health, and Environmental Management Association (CSHEMA)

conference, held March 10-1. EH&S helped to organize this conference and several EH&S employees are presenting and attending. Updates will be given when Emma returns.

- c. **Campus Preventative Health Update:** Ed Havey, the new ergonomist, provided a brief update on a project involving EH&S, Facilities Services (FS) custodial group with Tracy Mosier, and Dr. Milek, Director of Occupational Health Clinic at HMC. The group applied to L&I SHIP grant program. It will be a 12-15 month project to develop and administer surveys to evaluate what is causing discomfort for the custodial staff, since discomfort is a good predictor of injury. Risk factors and ways to intervene pre-injury will be analyzed, and an injury prevention program will be created. The project will work with FS leadership and custodians to redesign tasks and mitigate risk factors. Surveys will be re-administered and shared with other custodial staff throughout region.

**10. Meeting Adjournment:** A motion to adjourn early was put forward by Leslie Anderson and seconded. The meeting was adjourned at 2:15PM.

DRAFT