

Agenda – February 26, 2018
Group 9 Health and Safety Committee (College of Engineering)

1. Attending

Fiona Spencer or Eliot George, AA
Colleen Irvin, BioE
Sean Yeung, CEE
Michael Pomfret, CEI
Kameron Harmon, ChemE
Sonia Honeydew or Michael Glidden,
CoE DO
Tracy Erbeck or Sophie Ostlund, CSE

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

2. Guest Speaker: Anthony Nguyen on MAPS

- MAPS and how it helps clients with campus mapping

3. Previous Meeting Minutes

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

4. Department Incident Reports

- CEE – cut finger while scarping metal plate (Jan)
- AA – unplanned ignition event (Jan)
- CSE – trip and fall (Jan)
- AA – Facilities scaffolding left in wind tunnel when wind scheduled – near miss (Jan)
- MSE – needle stick (Jan)

5. Group Business

- Review first APP of the biennium – CSE’s core APP
- Charter approved by Dean Bragg with updates (discuss)
- CoE Space Summit safety slides and handouts (share)
- BARC meeting update
- H&S-related board/committee survey results

6. UW-Wide Meeting

- Jan minutes attached
- Feb agenda attached – Kameron reports

7. Department Updates

Next Meeting

March 26th, at 3pm, in Loew 355

DRAFT Meeting Minutes

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

Meeting Date: Jan 29, 2018

Attended

Fiona Spencer, AA	John Young, EE
Colleen Irvin, BioE	Angie Haggard, EH&S
J. Sean Yeung, CEE	Sheila Prusa, ISE
Michael Pomfret, CEI	Bill Kuykendall, ME
Kameron Harmon, ChemE	Chris Adams, MoIES/NanoES
Sophie Ostlund for Tracy Erbeck, CSE	Tatyana Galenko, MSE
Sonia Honeydew, DO	

Absent

Stacia Green, HCDE	Michael Khbeis, WNF
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2018-2019 New Committee Biennium Business

- We introduced ourselves.
- Elected a Chair and Vice-Chair: Sonia and Kameron, respectively. Also chose these two as Group 9 reps for U-wide meetings.
- Voted to keep meeting day and time (last Mondays, 3-4pm), but we are outgrowing CSE 128 so will investigate a larger room at CSE or a switch to Loew 355.
- We reviewed the committee purpose, from H&S Committee training. Noted next EH&S training session. Noted that security issues come up a lot in our meetings – to what degree is security a topic for safety committees vs other entities such as Building Coordinators and UWPD? UWPD/FS/BCs are soon redefining BC responsibilities. See the BC workgroup on building security (Chris has Jason's contact).
- We reviewed committee responsibilities, which include annual review of APPs and our charter. We will start reviewing one APP/mtg and share ideas for addendums that address lab safety; CSE volunteered to present their core APP at Feb mtg.

Previous Meeting Minutes

- November 2017 – draft minutes approved as is
- Note: there was no December 2017 meeting

DRAFT Meeting Minutes

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

Incident Reports

- ChemE – bumped head against plate on shelf (Nov). This particular lab designed for explosions – doors don't latch, and shelf put in front of door so must reach through shelf to close door. Bumped head while doing this. Solution: relocating shelves and won't stack stuff on them so protrude. Kameron will also ask about changing the explosion door catch, perhaps installing a floor latch.
- ChemE – cut hand with box cutter (Nov). This was a nick. Wirecutter recommended as alternative tool, and to minimize box cutter usage. Discussed the challenge of Group 9 reps hearing about OARS reports – EH&S doesn't have bandwidth to forward reports to BCs or group reps. We ask our departments to cc us on reports but it's a challenge.
- CEE – injured back while loading boat trailer (Nov). While out sampling on a lake, loading the narrow rowboat from land to trailer. Had done this multiple times. Had done lifting safety training. Didn't slip. Ongoing back issue – in PT. Usually two people lifting.
- EE/MoIES – punctured thumb with hypodermic needle (Nov). Was shared space until a year ago, and there was legacy clutter. Unknown contents of syringe, so Hall Health reviewed the list of all materials previously used there. Washed well and used antibiotic cream, monitored, and got no infection. After this they took serious steps to improve housekeeping in this BSL2 lab. Now there is also a responsibility checklist. Colleen asks about cell culture lab posting a BUA notice, but they didn't know how old the syringe was.
- CEE – bruised from fall, trying to catch gas cylinder (Dec). This could have been a very big deal; could have been an explosion/missile. We are fortunate not more injury. She fell with the cylinder while trying to catch it, but luckily it didn't land on her. It hit a propane tank on the ground but missed the regulator. Are all these items regularly stored together? Yes. Was this the regular cart? Yes. Solution: wrote gas cylinder moving protocol and use two people now. Sean will consider separate cage for propane tanks (like at QFC) so things can't fall over onto them.
- MSE – bucket caught fire, extinguished (Dec). Tatyana witnessed. Was trying new protocol with TA to see if could do with undergrads. Poured too much mold in sand in plastic bucket, overflow caused bucket to burn. Changed the procedure to use large metal container instead of plastic bucket.

Group Business

- Shared status of CoE building evacuation drills and fire/life safety surveys. On group drive. Noted typos on years in "next drill" column: Allen Center, Foege BIOE, Mueller.
- Shared status of evacuation plan library held by Diane Zumba. Email on group drive.

DRAFT Meeting Minutes

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

- Shared MyChem status update – passed out reports generated today, depts to check “last reviewed” column for dates more than a year old. On group drive.

UW-Wide Meeting

- November minutes in packet. Structure of U-wide H&S Committee changing, as it has become a governing body with the dissolution of the Advisory Board. More info in March.
- December agenda in packet. Mark Murray talked about Lab Safety Initiative – 62% improvement in target labs. Jude Van Buren presented to Faculty Senate. Colleen’s year-end report was that we did elections, evacuation drills, charter, shared issues.

Department Updates

- BioE – HVAC problems (which can be safety issue). Receiving additional security from Health Science Building guards.
- Dean’s Office -- I checked with UWPD and Bowman building is SPD jurisdiction. I’ve inquired with Mike Sletten again for UW Security Camera task force results (recommended best practices/policies) – haven’t heard back yet. I asked UWPD if they currently have a media harassment expert and no, they do not. Noted that there is an Earthquake Awareness and Personal Preparedness talk at the Tower on 2/15 from 1-2.
- MoIES – The camera task force sent their report to Chief Vinson many months ago. MoIES plans to install a minicam facing bike rack, and keep tape 7 days; Chief didn’t respond to Chris’ inquiry but assistant said it’s fine. Chris requested appt with Sletten and Sonia is interested in joining that. Fiona notes that she has one in hallway and in shops, and she keeps footage for 3 months. Public areas rule? Apparently no rules on retaining audit record.
- MSE – we’ll have a needle poke OARS report next time
- EE – When using MAPS.uw.edu, don’t bookmark with your building selected (Chrome matters).
- AA – or just use CAD Vault. You can get CAD free from UW IT (guest, read only). (There is consensus we’d like a guest speaker from MAPS.)
- ME – Increasing frequency of people sleeping in building after hours. Surveying students about changing building hours of MEB. Currently 6:30am-11pm M-F and 6:30-noon on Saturday. Only one CAAMS door.

Next Meeting

- Feb 26th 2018 at 3pm, in Loew 355 (location finalized after the meeting)



University of Washington Accident / Incident Report

Report Number: 2018-01-004

Contact EH&S at 206-543-7388

Person Reporting Incident		
Last Name: Haggard	First Name: Angelina	
Phone: +1 206 616-3442	Email: ahaggard@uw.edu	
Occupation/Position: ACCIDENT REPORTING SYSTEM ADMINISTRATOR	Department: HSA: ENV Health & Safety: Occupational Safety & Health - Accident Prevention	
Date Reported (yyyy/mm/dd): 2018/01/02	Time of Reporting: 10:47 AM	
Person Involved or Affected		
Last Name: [REDACTED]	First Name: [REDACTED]	
Phone: +1 [REDACTED]	Email: injury@u.washington.edu	
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: Civil and Environmental Engineering-Stanton Lab JM Student	
Person was in Paid Position: Yes		
Incident Details		
Date of Incident (yyyy/mm/dd): 2017/11/10	Time of Incident: 6:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot:	
Room:	Other: Civil Eng Lab	
Incident Details: taken from LnI Report of Accident " left index finger cut while cutting scraping metal plate"		
Attachment: No		
Supervisor		
Last Name: Stanton	First Name: John	
Phone: +1 206 543-6057	Email: stanton@uw.edu	
Occupation/Position: PROFESSOR	Department: ENG: Civil and Environmental Engineering	
Classification		
Level 1: Injury requiring medical treatment (go to level 3 if in-patient hospitalization or amputation occurred),		
Type of Incident		
Injury Description: Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),		
Body Parts Affected: Fingers,		
Cause of Injury or Damage: Tools, Instruments,		
Possible Causes		
Equipment: Other,		
Environment: Other,		
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.)			
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: 2018-01-013

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: Knowlen	First Name: Carl
Phone: +1 206 543-7159	Email: knowlen@uw.edu
Occupation/Position: RESEARCH ASSOCIATE PROFESSOR	Department: ENG: William E. Boeing Department of Aeronautics and Astronautics
Date Reported (yyyy/mm/dd): 2018/01/04	Time of Reporting: 04:45 PM

Person Involved or Affected

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

Incident Details

Date of Incident (yyyy/mm/dd): 2017/12/05	Time of Incident: 11:00 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: PARKING LOT C-17	
Room: AERB 012	Other:	

Incident Details:

During a pre-fill checkout procedure for loading H2+O2 into a test rig used for combustion-enhanced leaching experiments, an unplanned ignition event occurred as the exhaust valve was opened to vent the propellant out through the lab dump line. The tubing between the experimental apparatus and exhaust valve rapidly pressurized and the pressure transducer in the line failed, resulting in the venting of 13 cuft of stoichiometric H2+O2. As per procedure, no electrical switches were activated and the H2 leak detectors were monitored. Because of the huge volume of the lab (27,000 cuft), the vented gas rapidly dissipated and aside from the first few moments of the discharge, the resulting fuel concentration in the lab was way below the LEL of H2+Air. The H2 detectors were silent during this process, and were later verified to be working thus the H2 concentration at the ceiling was negligible. As per procedure, all operations were remote and all safety precautions were followed, thus there was no personnel injury involved in incident. The only damage was to the transducer housing which failed (2400 psi proof rated). Note, the test rig and all plumbing had a FOS > 4 for high pressure detonation conditions (which is the nature of the experiment), thus they were not compromised at all by this pressurization event.

Attachment: **No**

Supervisor

Last Name: Knowlen	First Name: Carl
Phone: +1 206 543-7159	Email: knowlen@uw.edu
Occupation/Position: RESEARCH ASSOCIATE PROFESSOR	Department: ENG: William E. Boeing Department of Aeronautics and Astronautics

Classification

Level 1:
Property damage only,

Type of Incident

Injury Description: **Property Damage Only,**

Body Parts Affected: **None,**

Cause of Injury or Damage: **Pressure Extreme (High or Low),**

Possible Causes

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

Equipment: **Other,**

Environment: **Other,**

Policies / Procedures: **Inadequate Planning, Preparation,**

Human Factors: **Other,**

Suggested corrective action by the affected party

No more pure H2+O2 testing will be done with this rig. Also, in addition to the 2 combustible gas detectors in the lab, an specialized H2 detector is now set up above the experiment to maximize its ability to quickly detect leaks.

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.)

A thorough review of incident by Naturfrac/Geminus contractors was executed. Of all probable causes of ignition, it seems most likely that the the hammer shock ignited the propellant due the sudden opening of the ball valve that abruptly released gas into a short length (6-in-long) of tubing prior to a 90 deg elbow. This ignition flashed back and pressurized the tubing leading to experiment, and blew out a pressure sensor which is normally protected by an isolation valve (which is closed during experiment, but was open as per procedure for monitoring line pressure during gas handling steps).

Recommendations/Preventive Measures:
These experiments have been done 500-1000 times without incident, however, this was the first time pure H2+O2 was used in the experiment at fill pressure up to 500 psi. Normally this mixture is diluted with He or N2 by 50%. The safety procedures for these experiments proved adequate for this testing, thus an operational change has been implemented, i.e., no more pure H2+O2 testing will be used with this test rig. Also, in addition to the 2 combustible gas detectors in the lab, a specialized H2 detector is now set up above the experiment to maximize its ability to quickly detect leaks.

Corrective Actions Target Date (yyyy/mm/dd): 2017/12/15	Corrective Actions Complete Date (yyyy/mm/dd): 2017/12/15
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Other Comments:

EHS Review

Last Name: Haggard	First Name: Angelina M	Phone Number: +1 206 616-3442	Email: ahaggard@uw.edu
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Occupation/Position:	Department:
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Comments:1/5/18 forwarded to Denise Bender - Angie Haggard



University of Washington Accident / Incident Report

Report Number: 2018-01-032

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: FISCAL SPECIALIST 2	Department: ENG: Computer Science & Eng - Snow
Date Reported (yyyy/mm/dd): 2018/01/12	Time of Reporting: 08:13 AM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: FISCAL SPECIALIST 2	Department: ENG: Computer Science & Eng - Snow

Incident Details

Date of Incident (yyyy/mm/dd): 2018/01/11	Time of Incident: 4:00 PM	When Shift Begins: 8:00 AM
Campus: Seattle	Incident Location/Parking Lot: ALLEN CENTER FOR	
Room: Rm 403	Other:	

Incident Details:
I tripped and fell in Room 403 in the Allen Center.
 Attachment: No

Supervisor

Last Name: Snow	First Name: Jennifer
Phone: +1 206 685-1964	Email: jennsnow@uw.edu
Occupation/Position: PROGRAM OPERATIONS MANAGER	Department: ENG: Computer Science & Eng - AD Research

Classification

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

Type of Incident

Injury Description: Bruise, Contusion, Pain, Irritation, Inflammation, Swelling,
 Body Parts Affected: Shoulders, Arms, Hands, Wrists, Hip, Pelvis,
 Cause of Injury or Damage: Fall of Less than 6', or on Stairs,

Possible Causes

Equipment:
 Environment:
 Policies / Procedures:
 Human Factors: Loss of Balance,

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.)

Reviewed the incident with [REDACTED]. She does not believe that the surroundings contributed to the accident. She does not believe the fall was serious and has not sought medical attention.

Recommendations/Preventive Measures:

Although she claims that there was no environmental cause, I did urge her to make sure that the light was on in that room as people do sometimes move the desks. Even though this was not the cause, it was a caution for that particular room that I thought she should be aware of.

Corrective Actions Target Date (yyyy/mm/dd):
2018/01/12

Corrective Actions Complete Date (yyyy/mm/dd):
2018/01/12

Other Comments:

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2018-01-035

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: ENG: William E. Boeing Department of Aeronautics and Astronautics-ALUW
Date Reported (yyyy/mm/dd): 2018/01/12	Time of Reporting: 01:41 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: +1 [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: William E. Boeing Department of Aeronautics and Astronautics-ALUW

Incident Details

Date of Incident (yyyy/mm/dd): 2018/01/11	Time of Incident: 10:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: AERODYNAMICS LAB	
Room:	Other:	

Incident Details:

Scaffolding places at back end of the wind tunnel for a lighting project rated at 65mph max. Tunnel runs up to about 140mph. This happened the day before an entire day of teaching labs in the Tunnel. I was able to finally get facilities to remove the scaffolding at about 11pm at night. I found there was someone at about 7pm in the Tunnel that provided some misleading information on the Tunnel specs. Leading facilities to believe that the max velocity in the tunnel was under 100mph. It is unknown right now if this person was part of UW, a student, or a volunteer.

Attachment: **No**

Supervisor

Last Name: Spencer	First Name: Fiona
Phone: +1 206 685-3011	Email: fspencer@uw.edu
Occupation/Position: ENGINEERING MANAGER	Department: ENG: William E. Boeing Department of Aeronautics and Astronautics-ALUW

Classification

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

Type of Incident

Injury Description: **None,**

Body Parts Affected: **None,**

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

Possible Causes

Equipment: **Using Equipment Improperly, Other,**

Environment: **Other,**

Policies / Procedures: **Failure to Follow Procedures, Inadequate Planning, Preparation, Other,**

Human Factors: **Inadequate Training, Horseplay, Other,**

Suggested corrective action by the affected party

We've asked for keys back from groups that don't need access this quarter. In case someone has unauthorized access I've requested to rekey locks.
I've talked to the facilities personal involved corrected any misunderstanding about tunnel specs and scheduled their work for a week that has no classroom activity or research. We are working on additional rules and procedures for all users and tightening access to the room.

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.)
miscommunication, unauthorized access

Recommendations/Preventive Measures:
I'll stress with facilities that they should get specs from qualified users/supervisors of the Wind Tunnels and not volunteers or students passing by.

Corrective Actions Target Date (yyyy/mm/dd): 2018/01/31	Corrective Actions Complete Date (yyyy/mm/dd):
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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: 1/1/6/18 forwarded to Denise Bender - Angie Haggard			



University of Washington Accident / Incident Report

Report Number: 2018-01-069

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: ENG: Materials Science and Engineering
Date Reported (yyyy/mm/dd): 2018/01/23	Time of Reporting: 12:26 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email:
Occupation/Position: Undergraduate Student	Department:
Person was in Paid Position: No	

Incident Details

Date of Incident (yyyy/mm/dd): 2018/01/23	Time of Incident: 11:00 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MUELLER HALL	
Room: 165	Other:	

Incident Details:

While assembling a sparging apparatus for bis-acrylamide student stuck himself with a needle used to flow nitrogen in a septum. The needle hadn't been used, but was used in previous labs for the same purpose. Needle drew a small amount of blood - washed under water flow for 5 minutes and bleeding stopped. Area is slightly colored and tender, but no pain.

Attachment: **No**

Supervisor

Last Name: Kuykendall	First Name: Tuesday
Phone: +1 206 221-2678	Email: tuesday@uw.edu
Occupation/Position: LAB MANAGER	Department: ENG: Materials Science and Engineering

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: **Hands, Wrists,**

Cause of Injury or Damage: **Needles, Medical Sharps, Scalpels, etc. (Clinical, Research, Teaching), Tools, Instruments,**

Possible Causes

Equipment: **Using Equipment Improperly,**

Environment: **Sharp Objects,**

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

Human Factors: **Inattention,**

Suggested corrective action by the affected party

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

Student will pay more attention in the future - one needle at a time. Lab Manager will evaluate risk more carefully

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.)

Attention

Recommendations/Preventive Measures:

Pay more attention

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

2018/01/23

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

2018/01/23

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: **1/23/18 forwarded to OHN, Tracy Harvey - Angie Haggard**

University-Wide (U-Wide) Health and Safety Committee
November 8, 2017 Meeting Minutes
1:00-2:30 pm Foege N130A

	Elected Members (Group)		Appointed Members (Group)		EH&S Staff
X	Leslie Anderson (1) Chair		Chad Cook (2)	X	Jude Van Buren
X	Ryan Hawkinson (1)	X	Paul Zuchowski (3)	X	Denise Bender
X	Sterling Luke (2)	X	Beth Hammermeister (4)	X	Emma Corell
		X	Liz Kindred (5)	X	Angelina Haggard
	Carol Harvey (4)	X	Sonia Honeydew (9)	X	Robyn Kunsman
	Stephen Lundgren (5)		David Zuckerman (10)	X	Doug Gallucci
X	Maggie Luning (6)				
X	Tamara Leonard (6)				
	Melissa Banks (7)				Guests
	Kelly Carter-Lynn (7)				
	Alex Volkman (8)				
	Hannah Wilson (8)				
	Colleen Irvin (9)				
X	David Warren (10)				
X	Rick Gleason (Faculty Senate)				
Labor Union Representation		Ex-Officio Members		Ex-Officio Members	
	Paula Lukaszek, WFSE Local 1488		Michelle Doiron, Attorney General's Office		Chief John Vinson, UWPD
	Vacant, SEIU Local 1199	X	Tracey Mosier, Facilities Services	X	Jay Sedivy, Transportation Services
	Vacant, SEIU Local 925		Chris Pennington, Facilities Services		Vacant, Risk Management
	Taylor Stepien, Graduate & Professional Student Senate (GPSS), UAW 4121		Steve Charvat, Emergency Management		
		X	Eli King, Emergency Management		
			Stacie Smith, Emergency Management		
*x= Present at meeting					

Agenda

1. Call to Order
 2. Approval of September & October Meeting Minutes
 3. Health & Safety Governance Task Force Update
 4. December Meeting – Recognition
 5. Organizational Group Reports & Election Updates
 6. Union Reports
 7. Ex-Officio Reports
 8. Environmental Health & Safety (EH&S) Updates
 9. Good of the Order
 10. Adjournment
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Recorded by Robyn Kunsman

1. **Call to Order:** The meeting was called to order at 1:07 PM by Leslie Anderson.
2. **Approval of Meeting Minutes:** The September and October Meeting Minutes were approved as corrected.
3. **Health & Safety Governance Task Force Update:** Leslie Anderson said that the Provost is to be presented with proposed process improvements at the end of November.
4. **December Meeting – Recognition:** Angie Haggard shared that December’s meeting will be in recognition of the work done in 2017 by U-Wide members. Members were encouraged to bring a treat to share at December’s meeting.
5. **Organizational Group Reports & Election Updates**
 - a. **Group 1:** Leslie Anderson and Ryan Hawkinson reported that Group 1 met earlier today. The group reviewed the Online Accident Reporting System (OARS) reports. Election ballots have gone out, and their charter is nearing completion. Two new members have joined HSC 1. The Health and Safety Governance Task Force was also discussed.
 - b. **Group 2:** Sterling Luke stated that Group 2 will continue their meeting tomorrow. Sterling brought up the importance of chocking forklifts when parked after noticing a couple of instances around campus where this was not the case. Wheelchair visibility was also another concern brought to the committee’s attention.
 - c. **Group 3:** Paul Zuchowski reported that Group 3 reviewed OARS reports. Their elections are finished, and their charter is complete.
 - d. **Group 4:** Beth Hammermeister reported that the Group 4 subcommittee is still undergoing elections. Facilities Services presented at their meeting on funding. Denise

Bender from EH&S also presented on indoor air quality. Group 4 reviewed OARS reports.

- e. **Group 5:** Liz Kindred reported that Group 5 focused their discussion on chemical exposures, especially sensitivity to bleach. Voting for their elections will take place over the next two weeks.
- f. **Group 6:** Maggie Luning reported that Group 6 met and reviewed OARS reports. Their ballot will close this Friday, and will begin working on their charter. Safety concerns about the Humans vs Zombies game on campus were discussed amongst the committee.
- g. **Group 7:** Stefan Kaelber, a first time attendee, reported that Group 7 has begun their election process. EH&S position posted.
- h. **Group 8:** No representation.
- i. **Group 9:** Sonia Honeydew reported that Group 9 has completed their election process, as well as their charter. They are awaiting an update on the Security Camera Task Force. The group did not have OARS reports to review. The group is trying to inform about Green Dot program differences.
- j. **Group 10:** David Warren reported that Group 10 reviewed OARS reports. Voting for elections is expected to wrap up this week. Their charter is under review.

6. Union Reports: No representation.

7. Ex-Officio Reports: Lt.Chris Jaross (UWPD) presented on an upcoming Trespass Task Force.

Eli King (UWEM) shared that the Strategic Retreat at Friday Harbor Labs took place last week, and Special Olympics planning continues.

Tracy Mosier (Facilities Services Safety) reported on slips and falls focus in Building Services related to accumulation of leaves and darkness.

Rick Gleason (Faculty Senate) thanked Tacoma for hosting the last U-Wide meeting. He also thanked Facilities Services for their work.

Jay Sedivy (Transportation Services) reported on the Learning Management System search affecting various departments on campus, and offered his assistance in the search and in sharing about Transportation's experience with Bridge. He also shared that seatbelt compliance of UW drivers was at 100% when last surveyed at two different locations.

8. Environmental Health & Safety Updates: Emma Corell gave an update on L&I reports involving Harborview dispatchers, FS scaffolding), and FS lockout-tagout in the power plant.

Training will be available for new U-Wide members soon as elections are expected to come to completion.

Jude Van Buren brought up a concern regarding motorized skateboards/hoverboards on campus.

9. **Good of the Order:** Sterling Luke commended UWPD for de-escalating a recent fight that he witnessed on campus.
10. **Adjournment:** Leslie Anderson adjourned the meeting at 2:18 PM.

University-Wide (U-Wide) Health and Safety Committee
 December 13, 2017 Meeting Minutes
 1:00-2:30 pm Foege N130A

	Elected Members (Group)		Appointed Members (Group)		EH&S Staff
X	Leslie Anderson (1) Chair	x	Chad Cook (2)	X	Jude Van Buren
x	Ryan Hawkinson (1)	X	Paul Zuchowski (3)		Denise Bender
x	Sterling Luke (2)		Beth Hammermeister (4)		Emma Corell
X	Carol Harvey (4)		Liz Kindred (5)	X	Angelina Haggard
	Stephen Lundgren (5)		Sonia Honeydew (9)	X	Robyn Kunsman
X	Maggie Luning (6)	x	David Zuckerman (10)		Doug Gallucci
x	Tamara Leonard (6)			x	Marissa VanRys
	Melissa Banks (7)				
	Kelly Carter-Lynn (7)				Guests
	Stefan Kaelber (7)				
	Alex Volkman (8)				
	Hannah Wilson (8)				
x	Colleen Irvin (9)				
x	David Warren (10)				
X	Rick Gleason (Faculty Senate)				
Labor Union Representation		Ex-Officio Members		Ex-Officio Members	
	Paula Lukaszek, WFSE Local 1488		Michelle Doiron, Attorney General's Office		Chief John Vinson, UWPD
	Vacant, SEIU Local 1199	x	Tracey Mosier, Facilities Services		Jay Sedivy, Transportation Services
	Vacant, SEIU Local 925		Chris Pennington, Facilities Services		Vacant, Risk Management
	Taylor Stepien, Graduate & Professional Student Senate (GPSS), UAW 4121		Steve Charvat, Emergency Management		
			Eli King, Emergency Management		
			Stacie Smith, Emergency Management		
*x= Present at meeting					

Agenda

1. Call to Order
 2. Approval of Meeting Minutes
 3. Organizational Group Reports & Election Updates
 4. Union Reports
 5. Ex-Officio Reports
 6. Environmental Health & Safety (EH&S) Updates
 7. Recognition
 8. Adjournment
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Recorded by Robyn Kunsman

1. **Call to Order:** The meeting was called to order at 1:10 PM by Leslie Anderson.
2. **Approval of Meeting Minutes:** The November Meeting Minutes have been tabled because the group did not reach quorum.
3. **Organizational Group Reports & Election Updates**
 - a. **Group 1:** Leslie Anderson and Ryan Hawkinson said that Group 1 met earlier today. They approved their charter, reviewed OARS reports, and shared accomplishments including fire safety practices and group exposure.
 - b. **Group 2:** Chad Cook shared that Group 2 reviewed OARS reports.
 - c. **Group 3:** Paul Zuchowski shared that Group 3 reviewed OARS reports, has seen improvement in the cut glove program with HFS, and has expanded its committee by two members.
 - d. **Group 4:** Carol Harvey said that Group 4 is continuing their election process, has increased their membership, and approved their charter.
 - e. **Group 5:** Angie Haggard reported for Liz Kindred. The group completed elections and reviewed reports for UWMC, HMC and Airlift NW.
 - f. **Group 6:** Maggie Luning reported that the group reviewed OARS reports and has increased their membership for 2018. The group brought up the issue of transients found sleeping in Smith Hall. UWPD stated that they are to be called to the building in these cases. An accomplishment noted was the improvement of safety around the Kincaid Hall loading dock.
 - g. **Group 7:** No representation.
 - h. **Group 8:** Angie Haggard reported for Hannah Wilson. Elections are complete, and pedestrian concerns in/around campus are under review.

- i. **Group 9:** Colleen Irvin reported that Group 9 discussed safety concerns regarding transients. The group's elections are complete, their charter is under review, and all fire drills have been completed for the year.
- j. **Group 10:** David Warren reported that Group 10 discussed tick concerns, is attempting to gain more information regarding the Little Green button app, and discussed policies surrounding expecting mothers being allowed to eat at any time in labs. Jude Van Buren stated that L&I clarified that supervisors should allow pregnant employees to take breaks as needed to eat and drink but cannot eat or drink within the laboratory.

4. **Union Reports:** No representation.

5. **Ex-Officio Reports:** UWPD shared an OARS report that they filed. TB screenings and flu shots have been completed. They now have three teams of Explosives Ordinance Dogs.

Tracey Mosier shared an OARS report that was filed involving an employee affected by materials used by contract painters. The incident involved multiple groups and resulted in good conversation about improvement processes.

Rick Gleason shared that OSHA reauthorized UW for five additional years as a training center.

6. **Environmental Health & Safety Updates:** Angie Haggard shared updates on the EH&S Golf Cart white paper, ergo self-assessments, and EH&S web site progress. She shared the Health & Safety Committee Member Training dates for early 2018.

Jude Van Buren gave an update on the Lab Safety Initiative and its progress going into 2018. She suggested having Jeff Scott visit U-Wide to take note of the work being done. She introduced Marissa VanRy to the group.

7. **Recognition:** Leslie Anderson thanked the group members and EH&S for their work this year. Committee members received a certificate of appreciation. Leslie shared her reasons for volunteering with U-Wide, and her hopes moving forward.

Jude Van Buren thanked all committee members and support staff, and stressed the importance of safety charters.

Chad Cook stated that he will be leaving after this year. He thanked Group 2 and several U-Wide members.

Ryan Hawkinson shared his appreciation for the diversity of the groups.

8. **Adjournment:** Leslie Anderson adjourned the meeting at 2:02 PM.

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

February 14, 2018

1:00 – 2:30 PM

William H. Foege Bldg. N-130A

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

Regular Attendees:

- Current University-Wide Health and Safety Committee Members
<http://www.ehs.washington.edu/ohssafcom/index.shtm>
- Environmental Health & Safety (EH&S) Staff:
Jude Van Buren, Denise Bender, Emma Corell, Angie Haggard, Robyn Kunsman

Agenda Items	Persons Responsible	Process	Time
Call to Order and Introductions	Leslie Anderson		5 min
Welcome	EH&S		10 min
Election of Chair, Co-Chair for 2018-2019	Leslie Anderson	Election	5 min
2018-2019 Meeting Terms: Time, Day, Location, Meeting Length	2018-19 Chair	Election	5 min
Review November and December Meeting Minutes	2018-19 Chair	Robert's Rules of Order	5 min
Organizational Group Reports	Committee Members	Discussion	10 min
Union Reports	Union Representatives	Discussion	5 min
Review U-Wide Charter Discuss Ex-Officio Membership	Committee Members	Discussion Robert's Rules of Order	15 min
Special Olympics Event Update	Committee members	Discussion	5 min
EH&S Reports	Angie Haggard: 2017 OSHA 300A Summaries Health and Safety Committee Member Training	Presentation	15 min
Open Discussion	Committee Members	Discussion	10 min
Adjourn	New Chair	Robert's Rules of Order	

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

Please send ideas for agenda items to Leslie Anderson at least 2 weeks prior to our meetings.