

Agenda – April 30, 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
S. Honeydew or M. Glidden, CoE DO
Tracy Erbeck or Sophie Ostlund, CSE
John Young, EE

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

2. Guest Speaker: Megan Levy, UWEM Business Continuity Manager – Husky Ready plans

3. Previous Meeting Minutes

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

4. Department Incident Reports

- CEE – cut finger while scraping metal plate (Jan)
- EE in Fluke/WNF – acetone poured into EKC photoresist remover bath (Feb)
- AA in Guggenheim – fumes through first floor from spray painting in loading bay (Feb)
- AA in AERB – unidentified haze throughout several floors (Feb)
- ME – while grinding sample, cut finger on sharp edges; got stitches (Mar)
- EE – tripped and fell outside; umbrella handle jabbed ribs (Mar)

5. Group Business

- Review third APP of the biennium
- UWPD's building safety task force: updates?
- FS BC Quarterly Forum Thursday May 3rd 9-10:30 in HUB 214 (address Guiding Coalition)
- New HR training video, "Preventing Sex Discrimination and Sexual Harassment in the Work Environment"

6. UW-Wide Meeting

- Mar minutes attached
- Apr agenda attached – 2017 OARS statistics, Fleet Services vehicle accident reporting, Special Olympics update

7. Department Updates

Next Meeting

*Due to Memorial Day, our May meeting will be ***June 4th*** at 3pm, in Loew 355*

Scheduled guest speaker: UWPD Officer Smiles, on De-escalation Training

DRAFT Meeting Minutes

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

Meeting Date: Mar 26, 2018

Attended

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

Absent

Stacia Green, HCDE	Michael Khbeis, WNF
Tatyana Galenko, MSE	

Guest Speaker from EH&S: Tracy Harvey

- Tracy Harvey is a Lab Safety Manager in Building and Fire Safety at EH&S, and a member of national CSHEMA group (Camus Safety Health and Environmental Management Association). At a CSHEMA subcommittee on shared spaces, they are discussing the challenges common to all universities.
- UW is developing shared space policies or best practices, and will address shared spaces differently on lab safety surveys.
 - The survey will include a new question asking if the lab is shared and how (e.g. a shared biosafety cabinet, fume hood, refrigerator). In a year, we will have lab sharing metrics.
 - There will be a survey checklist explanation for "lab-specific information added to lab manual?" SOPs can be shared but EH&S recommends a training record for each group sharing the lab.
 - Each lab must identify a Responsible Party, i.e. the primary Principal Investigator or Faculty member ultimately responsible for that level on the [UW Labs Safety Responsibility Matrix](#). They will be held accountable even if it is someone else's hazardous material that is improperly labeled, for example.

DRAFT Meeting Minutes

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

- On the Lab Safety Dashboard, all PIs who share equipment are impacted by a finding. If there is uncertainty about which of the lab's PI's share the equipment, the surveyor may name all of them.
- Teaching labs are usually pretty stripped down – just prep, storage, waste. EH&S started making special checklists for instructors.
- EH&S has developed an optional catalyst survey on shared lab space.
- Please send questions or good ideas to Tracy at tdy@uw.edu.

Previous Meeting Minutes

- February 2018 – corrected draft approved: CEI and WNF *did* attend Feb mtg
- Previous meeting minutes are at: <https://www.engr.washington.edu/mycoe/safety#>

Incident Reports

- CEE – cut finger while scraping metal plate (Jan). Carry to April; awaiting more info.
- CEE in More – hit head on ceiling/pipe (Feb). Storage room under stairwell that gets low (5') with pipes. Minor injury, returned to work next day. Applied bright tape to pipes for visibility, but did not add caution sign at door.
- EE in Fluke/WNF – acetone poured into EKC photoresist remover bath (Feb). Carry to April to discuss with WNF rep.
- AA in Guggenheim – fumes throughout first floor from spray painting in loading bay (Feb). Clarifying PI. Carry to April, as dept still working on a solution. Fume hoods should not have spray painting in them. EH&S following up with dept as dept is working on buying a portable spray booth for Capstone students (education), but not for this (research). It was suggested they check in with ME's Michelle Hickner to see if AA can share or copy the ME shop spray booth. Oceanography used to have one they'd share but no longer sharing. Does FS have one they'll share?
- AA in AERB – unidentified haze throughout several floors (Feb). Maybe smelled like burning oil. There are sources of ignition (high voltage) in this area. Occupants report this happens from time to time – Fiona asked occupants to report these incidents with OARS. Like on other cold days, the building HVAC failed... when HVAC restarted, the haze appeared. HVAC shop suspects corrosion on Air Handler Unit – is investigating. Sean can connect AA to CEE dept air pollution experts to test the air during haze. Chris of MoLES/NanoES suggests that their surface analysis lab could test particulate if a slide is left out in the hall to collect whatever particulate settles. EH&S did air quality test.

DRAFT Meeting Minutes

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

Group Business

- Reviewed second APP of the biennium: D.O.'s core APP. Pointed out the safety orientation checklist for all employees on page 7. Clarified with Emma the UW core APP is not a template, just a UW document, so we link to it rather than adding a copy to our website. Clarified that APP applies to a dept, rather than to a bldg like FSEP. In answer to CSE's question last month about disposal of personal sharps, Chris notes public containers at UWMC and Harborview but otherwise none except where depts have taken on the cost themselves.
- Noted UWPD's Building Safety Task Force commencing March 30th. Anyone need an invitation?
- Noted FS/EH&S/UWPD Building Coordinator Guiding Coalition forming.

UW-Wide Meeting

- February minutes in packet.
- March agenda in packet. Highlights:
 - Reviewed U-wide charter (considered ex-officios and Group 9's edits);
 - noted Charles Easterberg's retirement;
 - discussed safety at 15th/Pacific intersection;
 - Group 4 said per Eli Wade, BioSafety Cabinet UV lights don't necessarily sanitize so check them regularly;
 - Group 6 mentioned that there was no compensation for events cancelled due to Patriot Prayer event warning;
 - Tacoma campus noted concern there may be razors in hate group stickers so take a pic and report rather than removing them yourself;
 - Bothell campus reported several anti-Muslim incidents that made students feel threatened, so campus may add security for alternative exam time that serves those fasting for Ramadan;
 - Per U-wide lead, soon a new role at UW for Diversity Inclusion;
 - FS reiterated concerns about keeping 3" area clear in front of electrical boxes (both width and distance);
 - Eli King described plans for huge Special Olympics event (June 30 - July 7), and UWEM plans to visit each H&S Group each year now;
 - Transportation Services shared draft cheat sheet on what to do after an accident when driving a UW vehicle.

Department Updates

- ME – dept looking into changing more exterior doors from key to card or code lock

DRAFT Meeting Minutes

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

- CEE – there was a break-in at More Hall last night (iPads taken from some research spaces) – did anyone else have anything stolen? Did have camera operating and recognized the person from a previous break-in.
- EE – We had a slip and fall outside the building – we'll see the OARS rpt next month.
- BioE – bird mitigation spikes are falling off Foege near the bike parking area. FS added yellow tape to block off area and the window cleaning team is mapping where spikes are missing from the roof edge.
- ME – To address our security problems at MEB we reduced our building hours and asked UWPD to sweep daily (when they can) right after building closes. They've been trespassing people in stairwells and classrooms. UWPD is working with two resource officers to provide referrals to people living with homelessness.
- EE/CSE – can share contact info with other depts re: who locks buildings (housing/CS)

Next Meeting

- Apr 30th 2018 at 3pm, in Loew 355 (guest speaker Megan Levy, UWEM Business Continuity Manager)



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: 2018-02-045

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: UNDERGRADUATE RESEARCH ASSISTANT (NE H UAW ASE)	Department: ENG: Electrical Engineering-WNF JM Student
Date Reported(yyyy/mm/dd): 2018/02/13	Time of Reporting: 02:13 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: UNDERGRADUATE RESEARCH ASSISTANT (NE H UAW ASE)	Department: ENG: Electrical Engineering-WNF JM Student

Incident Details

Date of Incident(yyyy/mm/dd): 2018/02/13	Time of Incident: 9:30 AM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: FLUKE HALL	
Room:	Other:	

Incident Details:
 Acetone was poured in to a EKC photoresist remover bath.
 Attachment: No

Supervisor

Last Name: Khbeis	First Name: Michael
Phone: +1 206 543-5101	Email: khbeis@uw.edu
Occupation/Position: ASSOCIATE DIRECTOR MICROFABRICATION FACILITY	Department: ENG: Electrical Engineering-WNF

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: Other,
 Environment: Chemicals,
 Policies / Procedures: Failure to Follow Procedures,
 Human Factors: Failure to Follow Established Protocol/Procedures,

Suggested corrective action by the affected party

Discussed the events with the student. This is a second near-miss incident from lack of following procedures. Reenforced the importance of not deviating from established procedures, especially when ON FILE: Affected/Injured Employee's date of birth, gender, date of hire, and hours of employment.

working with chemicals. In this incident, [REDACTED] was influenced by a current client and former UW student who gave poor suggestion. This is a final warning before employment actions are enforced.

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.)

Personnel (non-UW) gave bad advice. UW student worker followed their advice, violating established protocols.

Recommendations/Preventive Measures:

Employee counseling and re-training. Last warning.

Corrective Actions Target Date (yyyy/mm/dd):
2018/02/13

Corrective Actions Complete Date (yyyy/mm/dd):
2018/02/13

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:**2/13/18 forwarded to Tracy Harvey and Mark Murray - Angie Haggard**



University of Washington Accident / Incident Report

Report Number: 2018-02-069

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: McGrath	First Name: Pamela
Phone: +1 206 616-1116	Email: pmcgrath@uw.edu
Occupation/Position: ADMINISTRATOR	Department: ENG: William E. Boeing Department of Aeronautics and Astronautics-Administrative
Date Reported (yyyy/mm/dd): 2018/02/20	Time of Reporting: 03:49 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: William E. Boeing Department of Aeronautics and Astronautics-Yang Lab JM Student
Person was in Paid Position: Yes	

Incident Details

Date of Incident (yyyy/mm/dd): 2018/02/20	Time of Incident: 4:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: GUGGENHEIM HALL	
Room: 114	Other:	

Incident Details:

A staff member notified me of strong fumes on the first floor of Guggenheim. upon inspection, it seems that RA was spray painting outside of rm 114 in the loading bay but fumes had come inside. the RA and another RA, [REDACTED], in the lab were wearing dust masks. [REDACTED] was wearing a lab coat. no gloves or eyewear were obvious but the spraying was inactive when I arrived

Attachment: **Yes**

Supervisor

Last Name: Yang	First Name: Jinkyu
Phone: +1 626 379-7931	Email: jkyang@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: ENG: William E. Boeing Department of Aeronautics and Astronautics

Classification

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

Type of Incident

Injury Description: **None,**

Body Parts Affected: **None,**

Cause of Injury or Damage: **Ventilation, Indoor Air Quality Issues,**

Possible Causes

Equipment: **Other,**

Environment: **Air Contaminants,**

Policies / Procedures: **Appropriate Procedures Non-existent, Inadequate Instructions, Procedures, Inadequate Planning, Preparation,**

Human Factors: Inadequate Training, Inadequate, Improper PPE,

Suggested corrective action by the affected party

Ensure appropriate training
Clear fume hood of oven so appropriate ventilation is avail
provide/review PPE.
consider purchasing access to outside or other UW departments that have large spray areas.

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.)

Students spray speckles on composite specimens using paint sprays. In this process, uniform spraying is very important for the quality of specimens. Thus, students chose to conduct the spraying in open air, instead of doing it in a fume hood. Note that they wore masks and glasses for proper protection.

Recommendations/Preventive Measures:

After discussing the department chair, we reached the conclusion that we need a fume hood outside the building. Our current "indoor" fume hood is not appropriate, since its ventilation outlet is not positioned high enough. Our technical staff, Eliot George, will take the charge of installing the external fume hood. Once constructed, PIs will guide students accordingly, so that they do not conduct spraying paints in open air.

Corrective Actions Target Date (yyyy/mm/dd):
2018/06/30

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

Other Comments:

Corrective target date is tentative, and it depends on the schedule of fume hood construction.

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:

Comments: **2/21/18 forwarded to Denise Bender - Angie Haggard**







University of Washington Accident / Incident Report

Report Number: 2018-02-077

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-Administrative Fiscal
Date Reported (yyyy/mm/dd): 2018/02/21	Time of Reporting: 05:22 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-Administrative Fiscal

Incident Details

Date of Incident (yyyy/mm/dd): 2018/02/21	Time of Incident: 3:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: AERO & ENG RESCH	
Room:	Other:	

Incident Details:

Haze originated from an unknown source inside the building. This affected several floors and several occupants complained while expressing concern about the incident. This haze has happened on other occasions and has not been able to be identified. Attaching a picture of haze with the laser being used to so particulates in the air.

Attachment: **Yes**

Supervisor

Last Name: McGrath	First Name: Pamela
Phone: +1 206 616-1116	Email: pmcgrath@uw.edu
Occupation/Position: ADMINISTRATOR	Department: ENG: William E. Boeing Department of Aeronautics and Astronautics-Administrative

Classification

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

Type of Incident

Injury Description: **Allergy, Sensitivity Reaction,**

Body Parts Affected: **Eyes, Nose, Mouth,**

Cause of Injury or Damage: **Chemicals, Debris, Dust, Ventilation, Indoor Air Quality Issues,**

Possible Causes

Equipment: **Defective Tools, Equipment, Using Equipment Improperly, Inadequate Maintenance,**

Environment: **Inadequate Ventilation, Air Contaminants,**

Policies / Procedures:

Human Factors:

Suggested corrective action by the affected party

Due to the unknown nature of the haze, unable to determine human factors.

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.)
We are unable to identify the source of the haze/air contaminants. An FS work order was put in (573471) and UW EHS did an on-site visit to test for particulates and had concerns. This was by far the worse case of the haze during the last three years in AA. The HVAC system was not properly working at 4:30pm, so I am not sure if it was the cause or not. Given that this is an ongoing concern, it may only be one piece of the puzzle. The haze was so thick in one of the hallways that a laser beam could be fully seen with no break in the beam until hitting the wall 50+feet away.

Recommendations/Preventive Measures:
review activities with labs in the area to see if an experiment had contributing factors. get schedules of any tests that could contribute to particulates in the air.

Corrective Actions Target Date (yyyy/mm/dd): 2018/03/15	Corrective Actions Complete Date (yyyy/mm/dd):
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Other Comments:

EHS Review

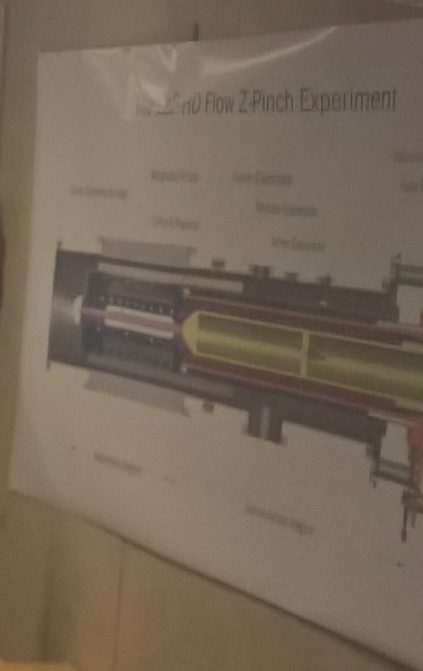
Last Name:Haggard	First Name:Angelina M	Phone Number:+1 206 616-3442	Email:ahaggard@uw.edu
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Occupation/Position:	Department:
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Comments:2/22/18 forwarded to Denise Bender - Angie Haggard



EXIT





University of Washington Accident / Incident Report

Report Number: 2018-03-019

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: Kuykendall	First Name: William
Phone: +1 206 685-7061	Email: billkuyk@uw.edu
Occupation/Position: LAB ENGINEER	Department: ENG: Mechanical Engineering-Staff
Date Reported (yyyy/mm/dd): 2018/03/06	Time of Reporting: 08:58 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): 2018/03/02	Time of Incident: 5:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MECH ENGR BLDG	
Room: 130	Other:	

Incident Details:

The accident happened during the grinding of a sample using the polishing wheel. The sample was mounted in resin and had a block/cube shape, which had sharp edges that we didn't remove. The block was fairly big (appr. 1 x1 x3), so the friction forces were higher than with usual samples. During grinding, the student lost control and the sample was spinning freely around on the disk. By trying to grab the sample (wearing nitrile gloves), he got cut by the sample. Student was taken to UW emergency and given stitches on one finger.

Attachment: **No**

Supervisor

Last Name: Nguyen	First Name: Minh
Phone:	Email: injury@u.washington.edu
Occupation/Position: RESEARCH ASSISTANT (E S UAW ASE)	Department: ENG: William E. Boeing Department of Aeronautics and Astronautics-Waas Lab JM Student

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: **Machinery,**

Possible Causes

Equipment:

Environment: **Sharp Objects,**

Policies / Procedures: **Inadequate Instructions, Procedures,**

Human Factors: **Inadequate, Improper PPE,**

Suggested corrective action by the affected party

Lessons learned from this would be: **Round edges of samples before grinding. Wearing thicker safety gloves. Turn off spinner/disk when losing sample.**

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 object had a block/cube shape, which had sharp edges that were not removed.

The block was bigger than usual, such that the friction forces were higher, which make them more difficult to handle.

Wearing nitrile gloves is not adequate.

The student did not turn off the spinning wheel after losing the sample.

Recommendations/Preventive Measures:

Using safer gloves.

Avoid sharp edges.

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

2018/03/07

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

2018/03/07

Other Comments:

update standard operation procedure

ordering and using ansi level 4 cut resistant gloves

EHS Review

Last Name:

First Name:

Phone Number:

Email:

Occupation/Position:

Department:

Comments:



University of Washington Accident / Incident Report

Report Number: 2018-03-076

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: ██████████	First Name: ██████████
Phone: +1 ██████████	Email: ██████████
Occupation/Position: ██████████	Department: ENG: Electrical Engineering Advising/Student Services
Date Reported (yyyy/mm/dd): 2018/03/26	Time of Reporting: 01:26 PM

Person Involved or Affected

Last Name: ██████████	First Name: ██████████
Phone: +1 ██████████	Email: ██████████
Occupation/Position: ██████████	Department: ENG: Electrical Engineering Advising/Student Services

Incident Details

Date of Incident (yyyy/mm/dd): 2018/03/22	Time of Incident: 11:45 AM	When Shift Begins: 8:00 AM
Campus: Seattle	Incident Location/Parking Lot: SYLVAN THEATRE	
Room:	Other: Sidewalk between Sylvan Grove and EEB	

Incident Details:

Was walking on sidewalk from Rainier Vista to EEB building - passing north entrance to Sylvan Grove - when I tripped and fell to right of sidewalk into grass. I was holding an umbrella, which got between me and the ground, and the handle hit me in the ribs on my right side. Bent the umbrella shaft. Went inside to clean up, noticing my ribs hurt where handle had contacted them. I went to doctor directly from work, and after his exam and we decided no x-rays were needed as lungs were clear, just very sore. Prescribed Advil and rest and no lifting / exertion. Was off of work the following day, and area continues to improve a little each day.

Attachment: No

Supervisor

Last Name: Crockett	First Name: Bryan
Phone: +1 206 221-7913	Email: bryantc@uw.edu
Occupation/Position: DIRECTOR OF ACADEMIC SERVICES	Department: ENG: Electrical Engineering-Sahr lab

Classification

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

Type of Incident

Injury Description: Bruise, Contusion, Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound), Pain, Irritation, Inflammation, Swelling,
Body Parts Affected: Chest, Ribs, Knees,
Cause of Injury or Damage: Contact with Object: Bumped into Something, Fall of Less than 6', or on Stairs, Structures, Surfaces,

Possible Causes

Equipment:

Environment: Inclement Weather,			
Policies / Procedures:			
Human Factors: Loss of Balance, Rushing,			
Suggested corrective action by the affected party			
After examining area of fall, there were no evident safety hazards in the sidewalk. It was raining/sleeting at the time, and I believe my foot caught on the sidewalk and threw me off-balance, causing me to fall to the ground, with my umbrella handle digging into my ribs as it was caught between me and the ground.			
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.) Inclement weather.			
Recommendations/Preventive Measures: No recommendations, as incident occurred outside, walking on campus, and was due to a slippery sidewalk caused by wet weather.			
Corrective Actions Target Date (yyyy/mm/dd): 2018/04/02		Corrective Actions Complete Date (yyyy/mm/dd):	
Other Comments: Incident occurred on-campus, outdoors and outside of the regular work environment and building. Incident was due largely to inclement weather.			
EHS Review			
Last Name: Haggard	First Name: Angelina M	Phone Number: +1 206 616-3442	Email: ahaggard@uw.edu
Occupation/Position:		Department:	
Comments: 3/26/18 forwarded to Scott Nelson, Mark Murray - Angie Haggard			

U-WIDE HEALTH AND SAFETY COMMITTEE

March 14, 2018 Meeting Minutes | 1-2:30 PM; Foege N130A

	Elected Members (Group)		Appointed Members (Group)		EH&S Staff
X	Leslie Anderson (1) Chair	X	Paul Zuchowski (3)	X	Jude Van Buren
X	Fieta Robinson (1)	X	Beth Hammermeister (4)		Denise Bender
X	Sterling Luke (2)		Liz Kindred (5)	X	Emma Corell
	Michelle Mazzei (2)	X	Sonia Honeydew (9)		Angelina Haggard
X	Tal Lev (3)	X	David Zuckerman (10)	X	Robyn Kunsman
	Carol Harvey (4)	X	UW Bothell <i>Rotating</i> (7)		
X	Ann Auman (5)				
X	Maggie Luning (6)				
X	Beth Ramage (6)				Guests
X	Kelly Carter-Lynn (7)			X	Doug Gallucci
X	David Hirschberg (8)			X	Natassia Stelmaszek (6)
X	Hannah Wilson (8)				
X	Kameron Harmon (9)				
	David Warren (10)				
X	Rick Gleason (Faculty Senate)				
	Labor Union Representation		Ex-Officio Members		Ex-Officio Members
X	Paula Lukaszek, WFSE Local 1488	X	Tracey Mosier, Facilities Services		Vacant, Attorney General's Office
	Hannah Barnett, SEIU Local 925	X	Chris Pennington, Facilities Services		Chief John Vinson, UWPD
	Taylor Stepien, Graduate & Professional Student Senate (GPSS), UAW 4121		Steve Charvat, Emergency Management	X	Jay Sedivy, Transportation Services
	Vacant, SEIU Local 1199		Stacie Louviere, Emergency Management		Vacant, Risk Management
		X	Eli King, Emergency Management		Vacant, Capital Planning & Development
			Megan Levy, Emergency Management	X	Lt. Chris Jaross, UWPD
*x= Present at meeting					

Agenda

1. **Call to Order and Introductions**
2. **Approval of February Meeting Minutes**
3. **Review U-Wide Charter**
4. **Organizational Group Reports and Special Olympics Update**
5. **Union Reports**
6. **Ex-Officio Reports**
7. **Environmental Health & Safety (EH&S) Updates**
8. **Open Discussion**
9. **Adjourn**

Recorded by Robyn Kunsman.

1. **Call to Order:** The meeting was called to order at 1:05 PM by Leslie Anderson.
2. **Approval of February Meeting Minutes:** The February minutes were approved as amended.
3. **Review U-Wide Charter:** No large content modifications were made. Emma Corell of EH&S documented suggested minor edits, and will regularly send these out for the committee to review.
4. **Organizational Group Reports and Special Olympics Update**
 - a. **Group 1:** Leslie Anderson reported that Group 1 met earlier today. The group reviewed the Online Accident Reporting System (OARS) reports. They discussed minor changes to their charter, as well as presentations and site visits they would like over the coming term. The Foster School Facilities Manager was a guest.
 - b. **Group 2:** Sterling Luke stated that Group 2 met last week and reviewed OARS reports. The group does not yet have a Chair. Sterling shared that MAPP gas was found in dumpster, and he reminded committee members that the protocol in such cases is to call EH&S if gasses are found. The Facilities Services disposal guide can also be used as an aid (<https://facilities.uw.edu/catalog/disposal-guide>). Sterling also shared an incident involving early morning hours building access, and reminded the group not to let people in buildings behind you.
 - c. **Group 3:** Paul Zuchowski introduced U-Wide member Tal Lev. Paul reported that Group 3 reviewed OARS reports.
 - d. **Group 4:** Beth Hammermeister reported that the Group 4 subcommittee reviewed OARS reports and received a presentation from Ellie Wade of EH&S

on biosafety cabinets and PPE. Beth brought up the 15th/NE Pacific intersection for discussion. Jay Sedivy has spoken with the Seattle Department of Transportation (SDOT), and UWPD Lt. Chris Jaross said to get coach number of busses that run the light and call Metro Transit.

- e. **Group 5:** Ann Auman reported that Group 5 reviewed Patient Safety Net (PSN) reports, and noted an upward trend on workplace violence. Increased officers, additional security cameras, and RN training has been suggested to deal with the homeless traveling throughout UWMC.
 - f. **Group 6:** Maggie Luning introduced the Group 6 Chair Natassia Stelmaszek. Maggie reported that Group 6 met and reviewed OARS reports. Their discussion included the 15th/Pacific intersection, no recognition of losses by UW for events that had to cancel due to the Patriot Prayer demonstration, and rejected funding for paper towels in Denny Hall restrooms.
 - g. **Group 7:** Kelly Carter-Lynn reported that Group 7 is rescheduling their meeting. Adam Jeffrey is Bothell's new EH&S Specialist. The group will be reviewing their charter and holding elections, auditing first aid kits, and working on safety bulletin boards in all buildings. 25 sites on campus are seeing concrete repairs. A Town Hall was held regarding anti-Muslim acts (posters, feces found in a Reflection Room, etc.).
 - h. **Group 8:** Hannah Wilson introduced U-Wide member David Hirschberg. He reported that Group 8 reviewed OARS reports. Potholes on Tacoma's campus were observed by EHS, and the group was given a tutorial on how to document hate stickers being found on campus. Pedestrian safety will be a large focus for the group this year. They have asked for stakeholder input from other UW campuses and departments.
 - i. **Group 9:** Sonia Honeydew reported that Group 9 reviewed OARS reports. They reviewed the Accident Prevention Plan (APP) and charter. All EH&S Fire & Life Safety Surveys have been scheduled, and they are providing emergency evacuation operations plans (EEOP) to Diana Zumba at EH&S.
 - j. **Group 10:** David Zuchowski reported that Group 10 reviewed OARS reports. 40 staff members at the Botanic Gardens were recertified in First Aid and CPR, and two AEDs have been requested. Car thefts are up at the Botanic Gardens.
5. **Union Reports:** Paula Lukaszek said that Schmitz Hall is seeing many transients, and custodial workers are calling UWPD. Paula discussed an issue at an electrical

room at Nordstrom Tennis, and reminded everyone to observe electrical codes. Facilities Services is looking into their use of Clobber drain cleaner.

- 6. Ex-Officio Reports:** Jay Sedivy shared procedures to follow after an automobile incident. He asked U-Wide members to think about UW vehicle and employee accident reporting through OARS, and if reporting should be required. He noted that separate reporting currently happens, and that OARS requires dual reporting. Emma Corell of EH&S stated that OARS currently does not require all vehicle incidents to be reported, but asks for all near-miss reports.

Eli King shared updates on Special Olympics, including first responder priority of bandwidth when using First Net, and the coordinating of communication surrounding the event. A new charter for the Emergency Readiness Committee (ERC) is being created, and Doug Gallucci of EH&S is serving as Chair.

UWPD Lt. Chris Jaross of UWPD stated that a task force is being created to address homeless population issues. They are meeting on March 30.

Rick Gleason reminded everyone of Spring Break and the need to be extra cautious of students.

- 7. Environmental Health & Safety Updates:** *Tabled until next meeting due to lack of time.*
- 8. Open Discussion:** *Tabled.*
- 9. Adjourn:** Leslie Anderson adjourned the meeting at 2:33 PM.

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

April 11, 2018

1:00 – 2:30 PM

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, Robyn Kunsman

Agenda Items	Persons Responsible	Process	Time
Call to Order and Introductions	Leslie Anderson, Chair	Robert's Rules of Order	5 min
Approve March Meeting Minutes	Committee Members	Robert's Rules of Order	5 min
2017 OARS Statistics	Angie Haggard, EH&S	Presentation	25 min
EH&S Reports	L&I Update Lab Safety Initiative Recognition	Discussion	10 min
Organizational Group Reports	Committee Members	Discussion	15 min
UW Building Security Task Force Meeting Update	All Members	Discussion	10 min
Ex Officio Reports	Ex Officios Jay Sedivy, Fleet Services: Vehicle Accident Reporting Steve Charvat: Special Olympics Update	Discussion	15 min
Adjourn		Robert's Rules of Order	

*Organizational Group Reports include topics covered at their most recent meeting
Please send ideas for agenda items to U-Wide Chair at least 2 weeks prior to our meetings.