

Agenda – March 27, 2017
Group 9 Health and Safety Committee (College of Engineering)

1. Attending

Fiona Spencer or Eliot George, AA
Colleen Irvin, BioE
Sean Yeung, CEE
Kameron Harmon, ChemE
Sonia Honeydew, CoE DO
Tracy Erbeck, CSE
Karen Liebert, EE

Angie Haggard, EH&S
Stacia Green for Morgan Tubby, HCDE
Jenny Dutton or Sheila Prusa, ISE
Bill Kuykendall, ME
Chris Adams, MoES
Tatyana Galenko, MSE

2. Absent

Michael Pomfret, CEI

3. Guest Speaker

- Erin McKeown re: MyChem inventory system

4. Previous Meeting Minutes

- February 2017 – approve?

5. Group Business

- Group 9 goals for 2017 (continued discussion)
 - HSP (APP) review – which depts have an HSP/APP? Bill describe M.E.'s process.
 - EEOP/FSEP review – EH&S oversight process. Group 9 can assist by submitting our FSEP's. Diana at EH&S clarified how often Evac Directors should meet with Evac Wardens.
 - MyChem review – when dept last update inventory?
- New resources on Group 9 shared Google drive:
 - Evacuation protocol reminder(s)
 - UM JST info, including "Safety Moments"
 - Review of 2016 OARS rpts for patterns
 - U-wide charter
 - Protocol when find hateful flyers
- Group 9 ideas for fostering culture of safety (continued discussion)
 - Top-down msging about value of safety – specific ideas?
 - Top-down approval of dept'al enforcement of consequences for non-compliance 30 days after safety surveys – Define scope of problem, using 2016 OARS rpts, LSI dashboard (in April), discussion led by affected lab (need volunteer).
 - College-wide consistency in lab safety training
 - Larger group meetings 1-2x/yr (dept or bldg) – scheduling challenge but valuable, and fosters interlab communications.
 - One trainer/dept (for general training) – how address who pays them?
 - Consistent checklists and protocols throughout dept/college
 - Dept/college safety training template online
- Group 9 Charter: review U-wide template before April mtg

6. Department Incident Reports

- CEE – forgotten base solution melted bottle in oven after water vaporized (Feb)

7. UW-Wide Meeting

- February minutes attached. Highlights:
 - Dept safety plans address events.
 - Consider staffing and building access in night emergency scenarios.
 - BC's might like access to building intercoms during emergencies.
 - EH&S website redesign continues. Many are confused how EH&S fits at UW.
 - New online Bias Reporting Form not linked to UWPD; must call separately.
 - U-wide charter approved. Recommended each group customize and adopt.
 - OSHA recordable incidents up in 2016.
 - OSHA 300 2016 summaries should be posted through end of April.
- March agenda attached. Highlights:
 - 2016 OARS statistics
 - Continuation of discussion: after hours emergencies
 - Update on EVP mtg

8. Department Updates

9. Next Meeting

- April 24th at 3pm, in CSE 128.

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

Meeting Date: February 27, 2017

Attended

Eliot George for Fiona Spencer, AA
Colleen Irvin, BioE
J. Sean Yeung, CEE
Kameron Harmon, ChemE
Sophie Ostlund for Tracy Erbeck, CSE
Sonia Honeydew, DO

Karen Liebert, EE
Sheila Prusa, ISE
Bill Kuykendall, ME
Tatyana Galenko, MSE
Jill Pfaendtner for Chris Adams, MoIES

Absent

Morgan Tubby, HCDE

Angie Haggard, EH&S

Previous Meeting Minutes

- January 2017 – approved

Group Business

- Group 9 goals for 2017:
 - H&SP: Review our Health & Safety Plans (current regulations call them Accident Prevention Plans so that will be our new terminology); new template coming from Emma in August. Needed because, for example, CEE's inherited H&SP is 200-300 pp, which discourages use. Emma's new template will be "office" version; each dept then adjust for lab hazards present. Homework: each dept determine whether have a H&SP or APP. In March Bill will briefly describe M.E.'s process.
 - FSEP: This group not required to review EEOP/FSEP (evacuation plans). Sonia will ask about EH&S' oversight system, to see how we can assist.
 - MyChem: While not required of this committee, we see value in checking whether MyChem inventories are up to date. Homework: each dept see when last updated.

DRAFT Meeting Minutes

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

- Group 9 ideas for fostering culture of safety:
 - Evacuation protocol reminders: Sonia post template(s) on our Google drive. Question about how often Evacuation Directors should meet with Evacuation Wardens... Sonia will ask Diana at EH&S.
 - Take two minutes to discuss safety at the beginning of every seminar or meeting. University of Minnesota's Joint Safety Team calls these "Safety Moments". Sonia post UM JST info and link on our Google drive.
 - Top-down approval of dept enforcement/consequences for non-compliance by 30 days after lab/shop/fire safety surveys. MoIES points out management challenge if consequences differ between depts. First, define scope of problem. Resources:
 - 2016 OARS reports may lack data on non-employee incidents, but show patterns: Sonia email group. Can we correlate OARS rpts with labs not in compliance?
 - Last two yrs of lab safety survey data informs Lab Safety Survey dashboard – beta available in April, and Chairs will determine who accesses within depts.
 - Discussion led by affected dept rep.For later: more ideas for dept'al enforcement/consequence:
 - If MyChem inventory not up to date, lab can't purchase new chemicals (must purchase through dept)
 - No new hires in lab until rectify compliance issues
 - Animal protocol sign-off considered alongside safety survey corrections
 - College-wide consistency on lab safety training. Discuss next time.
- Guest speakers: March is MyChem, April is EH&S website design, May perhaps GIS or Chem Spills.
- Group 9 charter: Sonia share U-wide charter as template for Group 9 review.
- Clarification on response to hateful flyers: (1) UWPD and (2) online Bias Incident report form and (3) Rachel Spencer. If cleaning needed, FS or CS. If counseling needed, Safe Campus. Sonia forward to group CoE HR copy with phone numbers.
- Campus Chilled Water shutdown – no concerns for HVAC comfort.
- Seven buildings affected by water shutdown (including restrooms) for CSE2 – Sophie of CSE has signs available for shutdown.

Incident Reports

- BioE – cut by blade when search microtome blade box (Oct). At SLU. Broken blade left in box without alerting supervisor – not following protocol. Reminded of protocol.

DRAFT Meeting Minutes

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

- EE – burning sensation on face and forearms after working in cleanroom (Dec). Cause unknown. Suspected contamination from construction, Improved sealing.
- ME – possible HF exposure through gloves but decided just wet gloves (Jan). In clean room at Fluke.

UW-Wide Meeting

- Jan minutes attached.
 - If UPWD dispatcher not sending an officer in response to a concern but you want one, specify “I want to see an officer.”
 - U-wide charter finalized, to be shared with Group 9 for our adaptation.
- February highlights: see extensive list in Feb Group 9 agenda.

Department Updates

- CEE – OARS report next month
- ME – cleaning autoclave post-fire. Will vent outside at roof, as should have been before. Created new protocols for new materials, as understand hazards. Shop leads Michelle and Bill approve protocols.
- BioE – New lab safety training. Colleen will check.
- BioE – ARCF opens this summer. Connected underground to Foege. Possible building issues with increased foot traffic.
- ME – CPD putting cell tower on MEB. Concerns about RF affecting experiments, but EH&S approved for human health (with warning sign within x feet of transmitter). MoIES has been through this and can share info.
- MoIES – interest in including Clean Energy Institute rep in Group 9, similar to MoIES.

Next Meeting

- March 27th at **3pm**, CSE 128

Accident Summary Report

HSC 9

2/1/2017 to 2/28/2017

<i>Case#</i>	<i>Org Name</i>	<i>Employee Activity</i>	<i>Root Cause</i>	<i>Supervisor Corrective Action</i>
2017-02-051	CIVIL & ENVIR ENGR	Reagent bottle containing 5 g Al ₂ O ₃ and 48 g of NaOH in 200 mL water, was kept in oven at 110 C to determine reaction and potential products. Container was checked every day for first week, after which user forgot about experiment. There was no visible change during the first week. The lid on the container is not pressure tight, hence water slowly escapes as it vaporizes. After 3 weeks, the bottle was found partially dissolved, with a mostly solid mass of reactant/product oozing from it. Presumably, as the water vaporized, the solution became an increasingly strong base, until glass dissolved in the heated NaOH solution. Luckily the bottle was placed on a tray in the oven, so minimal cleanup required.	Ignorance of the rate and amount of glass that could be dissolved by a heated solution of NaOH.	Alert current laboratory workers to the risk. Modify our SOP for use of strong bases to alert future laboratory workers of the risk.



University of Washington Accident / Incident Report

Report Number: 2017-02-051

Contact EH&S at 206-543-7388

Person Reporting Incident

Last Name: YEUNG	First Name: JEREMY
Phone: +1 206 543-2547	Email: jsean@u.washington.edu
Occupation/Position: LABORATORY MANAGER	Department: CIVIL & ENVIR ENGR
Date Reported (yyyy/mm/dd): 2017/02/17	Time of Reporting: 06:49 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: injury@u.washington.edu
Occupation/Position: AFFILIATE ASST PROF	Department: CIVIL & ENVIR ENGR

Incident Details

Date of Incident (yyyy/mm/dd): 2017/02/14	Time of Incident: 2:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MORE HALL	
Room: 324	Other:	

Incident Details:

Reagent bottle containing 5 g Al₂O₃ and 48 g of NaOH in 200 mL water, was kept in oven at 110 C to determine reaction and potential products. Container was checked every day for first week, after which user forgot about experiment. There was no visible change during the first week. The lid on the container is not pressure tight, hence water slowly escapes as it vaporizes. After 3 weeks, the bottle was found partially dissolved, with a mostly solid mass of reactant/product oozing from it. Presumably, as the water vaporized, the solution became an increasingly strong base, until glass dissolved in the heated NaOH solution. Luckily the bottle was placed on a tray in the oven, so minimal cleanup required.

Attachment: **Yes**

Supervisor

Last Name: BENJAMIN	First Name: MARK
Phone: +1 206 543-7645	Email: markbenj@u.washington.edu
Occupation/Position: PROFESSOR	Department: CIVIL & ENVIR ENGR

Classification

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

Type of Incident

Injury Description: **Property Damage Only, None,**

Body Parts Affected: **None,**

Cause of Injury or Damage: **Chemicals,**

Possible Causes

Equipment:

Environment:

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

Human Factors:

Suggested corrective action by the affected party

Comments by J. Sean Yeung -

Neither myself nor the faculty member involved were aware that heated solutions of concentrated NaOH were capable of dissolving glass. I recommend searching online for possible outcomes, prior to performing new or modified reactions. Future lab work involving NaOH should also be performed in metal or plastic containers.

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.)

Ignorance of the rate and amount of glass that could be dissolved by a heated solution of NaOH.

Recommendations/Preventive Measures:

Alert current laboratory workers to the risk. Modify our SOP for use of strong bases to alert future laboratory workers of the risk.

Corrective Actions Target Date (yyyy/mm/dd):
2017/03/08

Corrective Actions Complete Date (yyyy/mm/dd):
2017/02/24

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: **2/22/17 forwarded to Mark Murray and Tracy Harvey - Angie Haggard**

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

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

Agenda

1. Call to Order
 2. Approval of Meeting Minutes
 3. Red Square Discussion
 4. Presentation
 5. U-Wide Charter
 6. Organizational Reports
 7. Union Reports
 8. Faculty Senate Report
 9. Ex Officio Reports
 10. Environmental Health & Safety (EH&S) Updates
 11. Good of the Order
 12. Adjournment
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Recorded by Robyn Kunsman

1. **Call to Order:** The meeting was called to order at 1:03 PM by Leslie Anderson.
2. **Approval of Meeting Minutes:** The January meeting minutes were approved as corrected.
3. **Red Square Discussion:** Discussed: alerts and concerns about response to night time activity; campus-wide policies/procedures during these incidents; procedures to protect personnel outside at times of lockdown. EH&S will discuss this with Jude Van Buren and bring it back up at the next U-Wide meeting.
4. **Presentation:** Karen Crow of EH&S presented *EH&S Website Redesign Project*. The new website launch is expected for Spring (April) 2017. This presentation brought about a discussion regarding online bias reporting and report routing.
5. **U-Wide Charter:** With an additional statement on the EH&S U-Wide web page about meetings not being open to public, the charter was approved as written. The finalized charter will be posted on the EH&S website here: <http://ehs.washington.edu/ohssafcom/uwidecharterfinal.pdf>
6. **Organizational Reports**
 - a. **Group 1:** Leslie Anderson and Ryan Hawkinson reported Group 1 met earlier today. The group reviewed the Online Accident Reporting System (OARS) reports, talked about efforts to fill vacancies, discussed the January U-Wide meeting and updated the group on the first meeting to be held of the sub-committee for the project requested by the Executive Sponsor, Provost Jerry Baldasty.
 - b. **Group 2:** Paula Lukaszek stated Group 2 met and reviewed OARS reports. Building Services will extend its ergonomic program. Lander is checking all windows after it was discovered that a falling pane was missing a pin.

- c. **Group 3:** Paul Zuchowski reported Group 3 reviewed OARS reports. They discussed the U-Wide charter, and will draft their own charter when meeting next.
 - d. **Group 4:** Carol Harvey and Beth Hammermeister reported the Group 4 subcommittee reviewed OARS reports. Phil Numoto of EH&S presented at their meeting.
 - e. **Group 5:** Liz Kindred reported that Group 5 reviewed their Patient Safety Net and Safety Intelligence reports. They discussed the U-Wide charter.
 - f. **Group 6:** Maggie Luning reported Group 6 met and reviewed OARS reports. Tamara Leonard was introduced as a new member. They had their first meeting with new members; Emma Corell was present to discuss HSC rules. A formal election was held for their Chair, Vice Chair.
 - g. **Group 7:** Betsy Brown reported Group 7 reviewed OARS reports. This was Betsy's last meeting, as she is moving to the UW Seattle campus.
 - h. **Group 8:** Hannah Wilson reported Group 8 reviewed OARS reports. A quarterly newsletter is being developed for the Tacoma campus.
 - i. **Group 9:** Sonia Honeydew reported Group 9 reviewed OARS reports. The group discussed their goals for 2017, including increasing safety culture campus-wide.
 - j. **Group 10:** David Warren reported that group 10 reviewed OARS reports. The arboretum is updating their Code Adam (missing child alert) policy to involve all ages.
- 7. Union Reports:** Paula Lukaszek reported on Asbestos <1% lead procedures differing from Facilities Services (FS) procedures; they will be discussed with Tracey Mosier and Emma Corell.
- 8. Faculty Senate Report:** Rick Gleason had no report at this time.
- 9. Ex Officio Reports:**
 Ron Fouty – Burke is approaching substantial completion.
 Tracy Mosier – Incident rates for FS increased from 7.9 to 9.0.
 Steve Charvat – Discussed minimizing the impact of protests on campus.
- 10. Environmental Health & Safety Updates:** Emma Corell asked all to share OSHA 300 summaries via the distribution chain. Summary should be posted on bulletin boards until April 30. EH&S is currently processing/disseminating data. Jude Van Buren will soon be meeting with each committee Executive Sponsor to go over their packet. Sterling Luke was commended for consistent reporting of health and safety concerns.
- 11. Good of the Order:** Tamara Leonard has questions about the Freedom of Information request. Hannah Barnett in HR will forward an email to Leslie on how HR will respond to requests.

12. Adjournment: Leslie Anderson adjourned the meeting at 2:30 PM.

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

March 8, 2017

1:00 – 2:30 PM

William H. Foege Bldg. N-130A

Regular Attendees:

- 2017 University-Wide Health and Safety Committee Members
(<http://www.ehs.washington.edu/ohssafcom/groups.shtm>)
- EH&S Staff : Jude Van Buren, Denise Bender, Emma Corell, Angie Haggard, Robyn Kunsman

Agenda Items	Persons Responsible	Process	Time
Call to Order	Leslie Anderson	Robert's Rules of Order	
Approval of Meeting Minutes	Leslie Anderson	Robert's Rules of Order	5 min
2016 OARS Statistics	Emma Corell	Discussion	25 min
Continuation of Kane Hall/After Hours Emergency Discussion	Committee Members	Discussion	10 min
Organizational Group Reports*	Committee Members	Discussion	20 min
Union Reports	Union Representatives	Discussion	10 min
Ex-Officio Reports	Ex-Officio Members	Discussion	10 min
EH&S Updates	Jude Van Buren: Update on EVP Meeting	Discussion	5 min
Good of the Order	Committee Members	Discussion	5 min
Adjourn	Leslie Anderson	Robert's Rules of Order	

*Group report outs would include topics covered at the most recent organizational committee meeting