

UW Facilities Safety Team Meeting Minutes
Hybrid: In-Person & ZOOM
Tuesday, December 19, 2023
10:15 a.m. - 11:45 a.m.

Minutes: Tracey Mosier

Attendees: Chris Pennington, Tracey Mosier, Ron Fouty, Clayton Brainerd, Anne Donegan, Alfonso Escobar, Nicholas Jenkins, Joe Grojean (partial), Gopal Narayanan, Joe Schindler, Mike Oakley, Mark Pekarek, Matt Phelps, Todd Tracer, Michael Wilson, Han Yoo, Officer Anthony Stewart (UWPD), Jimmy Spencer (EH&S)

Absentees: Ryan Balkcom, Kurt Cooper, Grant Backman, Jason Beatty, Daniel Eden, Chris Forbes, Hannibal Harp, Joe Lo, Michael Nguyen, Shannon St. Clair, Troy Stahlecker, Mariann Thompson

Meeting Moderator: Chris Pennington

SAFETY MOMENT: Traveling over the pass, consider weather, drive slowly allow plenty of distance and expect delays. Check your apps to know what to expect. Twice in the last year several employees walking toward PSB near new apartments had an owl fly down and take their hat. No injury, hats were recovered. When walking down the trail, don't wear hats with anything that looks like a small furry animal on top.

Introductions: none

Announcements: Updated Face Covering Policy [Face Covering Policy | EHS \(washington.edu\)](#) and [Locations to pick up free, high-quality masks | EHS \(washington.edu\)](#)

Review of November Minutes *(including Action Items from the previous meeting):*

1. No minutes changes.
2. Tracey will talk with the Engineering Services in reference to 2023-10-011.

UWPD Report: Officer Stewart- continue to have challenges in SW Zone, garages and W33-32. Boots are on some of the vehicles. If you don't have a lot of boots, use them on the ones most likely to be stolen. Uptick in trespassing and it's expected to increase with cold weather.

Chris mentioned several entry doors in CPG had been tampered with. Asked if any action had been taken. Officer Stuart reported those are unfortunately legitimate attempts at access. Also experiencing attempted entry at Haggett construction. Contractors stockpiling copper and items that can be seen through the fence. They've had locks cut and entry made.

EH&S Report – Jimmy Spencer – New UW Food Safety Manual. The program details requirements for safe food service at UW and how EH&S monitors compliance. If organizing an event at a UW location where food will be served, sold, or given away, you may need to apply for a [temporary food service permit](#) from EH&S. They have had to shut down events that haven't applied. Read the [program](#) or reach out to Abebe Abera to see if your event is covered.

UW Radiation Safety Committee approved revisions to the [Radiation Safety Manual](#). The updated manual is now available for download. If it relates to your work, please read it.

Hands on Fire Extinguisher training is now back in service. Utilizing a digital fire extinguisher system. Much easier than filling water extinguishers. Reach out to UWF Training Center to get registered.

Slip Trips and Falls guidance document available. The [winter season safety focus sheet](#) has been published and provides guidance to help you stay safe in cold, wet, and icy conditions.

Updated group LOTO focus sheet [Group Lock Out/Tag Out](#) has been posted. A lot of confusion around this was noticed in the training. Feel free to reach out to Brian Allinger with any questions.

In Crane Safety manual, medical surveillance was not included. EH&S met with L&I to clarify expectations. Only those operating overhead and gantry cranes need to be in medical surveillance. Once initial medical completed, how often do you need review? Heart condition, annual. If other issues, it's up to employer. Employee Health is working on what UW plans to do. Jimmy will get this from L&I in writing.

Document updates:

Electrical Safety Program Manual- hope to have it completed for review by end of spring 2024

Contractor Safety Manual- general guidance document, reach out to external stakeholders in 2024.

Low Speed Vehicle guidance document- ICA, UW Facilities. Laws in City of Seattle, particularly public roads. Discussion about licensing and training.

Program documents being updated:

Asbestos Management Plan- working with RMO to update

Shop Safety Program Manual

Hearing Loss Prevention

Questions about Safe Access review by EH&S for PDG/non-PDG.

Ron wanted to send appreciation for Brian Allinger's efforts on shop safety, asked Jimmy to pass this along to Brian.

EH&S/UWF Safety and Departmental Safety staff will start monthly meetings again.

Chris mentioned. Face covering policy for medical centers- masks are required in clinical spaces (see Announcements section above).

UWF Group 2 Health & Safety Committee – Chris P – none to report – no minutes approved yet.

Note: Group 2 minutes are on the same web page as the Safety Team Meeting minutes:

<https://facilities.uw.edu/partner-resources/safety>

January Monthly Safety Topics (only review the topics relevant for your shop and go in depth) – Chris

- **Accident Reporting/OARS** – OARS reports serve many purposes. Currently being used to help get resources for unhoused. Many reasons to complete OARS, report to supervisor right away. Need to report within 24 hours. If employee going to ER, call EH&S and advise them an employee being seen at ER and may be admitted. It was recommended Supervisors work with their safety staff person when completing an OARS to get the necessary details and root causes. Don't include employee names in report description. Say employee of effected person.

- Driver's License Verification – License required to drive vehicles. Inform Supervisor if your license expires, is suspended or revoked. Mentioned that you can't give anyone other than UW staff, students a ride in UW vehicle. If you have any questions or need clarification, review Transportation Services' [policy](#).

Review of November Incident/Accident Reports:

2023-11-01 – Gardener pulling weeds, had toxic plant strike their eye. Went to Employee Health for treatment. Reviewed HRC which called for safety glasses for the work activity.

2023-11-007 – employee driving observed car break-in, they then ran into curb popping tire. Supervisor's comments indicated that driver was distracted by break-in, causing them to hit curb and cause flat tire.

2023-11-0040 – It was noted the Supervisor did a good job with potential solutions for these situations. Affected person mentioned more frequent leaf clearing would help avoid the issue. Wet leaves are harder to clear than dry leaves.

2023-11-050 – Safety glasses or goggles for overhead work. Ron spoke of a contractor that required goggles for this type of work. The tubing was degraded, but PM wouldn't have resolved this since the tubing was behind the wall.

2023-11-058 – Notify supervisors right away when there is an IDLH situation. This was done in this instance.

2023-11-059 – Continued education of labs needed regarding lab moveout and how to properly clean and dispose of items.

2023-11-080 – use handrails to avoid falling if you miss a stair.

2023-11-081 – Anne D still following up to learn more information.

2023-11-085 – use of scaffold instead of ladder, schedule work after hours so loosening oil/solvent can be used.

New Business:

Nicholas Jenkins- Fire Sprinkler shop fairly new personnel. Quite a bit of stuff to catch up on. SOPs for fire sprinkler inspections and past due items. Contractors will be performing work. Fire Department inspections expected to increase. Employees can direct Fire Marshall to their shop to manage sequence inspections. Fire alarm team working on dorm sequence testing, expect complaints from students. Want to know if EH&S can provide visual/data collection assistance. Suggested working with Scott Nelson and possibly look at hiring student workers to help assess current state.

Action Items (report at next meeting): none

Next meeting January 30, 2024

[November 2023 Accident reports](#)