SAFETY COMMITTEE MINUTES
Dec. 10, 2013

Present: Rick DuVall, Mike Logan, Peter Meckl, Marty Mlynarik, Bobbie Riley, Becky Schumm, Justin Seipel, Mike Sherwood, Nathan Toner, Justin Weibel

Absent: Bob Lucht, John Starkey

1. Approve Minutes from Nov. 22 Meeting

2. Preview Self-Audit Forms for Safety Recertification:
   Rick DuVall handed out copies of the Integrated Safety Plan Self-Audit forms, along with copies of the following:
   - ISP Certification Audit Checklist (to be filled out by REM auditor)
   - Laboratory Information form (to be placed on lab door; make sure to include cell phone numbers for key personnel)
   - Certification of Hazard Assessment form
   - Safety Training Sign In Sheet
   - Employee Right-to-Know Training Attendance Record (HCP-8)
   - Chemical Inventory Form (HCP-4)
   - Employee Exposure Information (HCP-5)
   These would be the typical forms to be completed by the PI for each lab.

3. Review Potential Changes to ME Safety Website:
   The committee took a look at the current ME Building Safety website. It lists a set of Building Emergency Plans, many of which are out of date. Since ENAD is no longer being used by ME, that plan should be removed. Plans for Herrick Lab and Zucrow need to be updated (Marty Mlynarik will get the updated ones). Plans for Potter and Birck also need to be updated (Peter Meckl will contact Donna Ahlen and John Weaver, respectively, to get the updated plans).
   The committee also reviewed an outline for a new safety information page that includes a link to the electronic version of the Self-Audit form, along with some instructions for filling it out, and some links for safety training.
   A number of safety training DVD’s are also available. Justin Weibel will have a look at two of these and report back to the committee.

4. Discuss Plans for Spring Faculty Safety Luncheon:
   The safety luncheon will be scheduled either Jan. 15 or 16, 11:30 am - 1 pm, with a Doodle poll determining which date works best. Mike Logan will make arrangements to have it recorded through ITaP.
   The schedule for the luncheon will include an overview from Peter Meckl, a presentation from REM on lab safety, and a sample of safety materials compiled by (and presented by) Justin Weibel.

5. Schedule Next Meeting:
   Next meeting will be at 2:30 pm on Jan. 9, 2014.