SAFETY COMMITTEE MINUTES
Sept. 11, 2014

Present:  Mike Logan, Bob Lucht, Peter Meckl, Marty Mlynarik, Bobbie Riley, Becky Schumm, Justin Weibel

Absent:  Rick DuVall, Bumsoo Han, Justin Seipel, Mike Sherwood, John Starkey, Nathan Toner

1.  Approve Minutes from July 31, 2014 Meeting

2.  Provide Some Updates:
   a) Eyewash drains:
      Rick DuVall is still working on a bill of materials and labor cost estimate.
   b) Machine shop safety training:
      John Starkey and his TA for ME 463 are working on developing on-line shop safety and training materials. Students who have completed their safety training will be given swipe access to the shop. If they have also completed training for a particular machine, then they will have access to use that machine. The preferred check-in procedure is as follows: Upon checking into the shop, a badge will be printed with the student’s name and a color code for that particular machine. Although this could be done by a person, it could also be done with a PC in a manner similar to airport check-in kiosks, so that their badge would be printed as soon as they swipe in.

3.  Review June 2014 ME REM Inspection:
   A common failing during the recent REM inspection was lack of hazard assessment postings. In order to satisfy REM requirements, these assessments do not themselves need to be posted. As long as the location of the binder in which they are contained is prominently displayed on the door posting, it is acceptable.

4.  Discuss Building Emergency Plan Summary:
   At the College Safety Committee meeting on Aug. 8, 2014, John Weaver from Birck presented a summary slide presentation of Birck’s Emergency Plan, which is presented yearly to all Birck employees. The question for ME is whether we should do the same. Some suggestions:
   - Have regular yearly presentations; require keys be returned if employee does not show up 2 years in a row
   - Set up on-line certifications and quizzes similar to those done for HIPAA and FERPA; Mike Logan will check with ITaP on how they do this

5.  Discuss Grad Student Safety Protocol:
   The committee considered whether to require a formal safety check-in process in ME for grad students. This could include withholding keys to the lab until certified. The process used at Herrick Labs was briefly reviewed: a student must first pass a safety check (in front of a committee consisting of the safety chair, major professor and one other professor) where he/she demonstrates proper use of equipment. The student must pass before he/she is authorized to use the equipment.
   Several committee members mentioned that several important safety protocols are already in place, e.g., for laser training, chemical hygiene plan, and biohazard training. What’s needed is a safety culture, especially on the part of the faculty.
   One example of potential new hazards are the chemicals used for cleaning up the new MakerBot 3D printers.
   As a first step, the committee could look at current safety self-audits and identify common hazards.

6.  Schedule Next Meeting:  Next meeting will be on Oct. 9, 2014 at 10:30 am.