SAFETY COMMITTEE MINUTES  
Oct. 9, 2014

Present:  Rick DuVall, Bumsoo Han, Mike Logan, Bob Lucht, Peter Meckl, Marty Mlynarik, Bobbie Riley, Justin Seipel, Mike Sherwood, John Starkey, Nathan Toner, Justin Weibel

Absent:  Becky Schumm

1.  Approve Minutes from Sept. 11, 2014 Meeting

2.  Provide Some Updates:
   a) Eyewash drains:
      Rick DuVall has purchased materials at a total cost of $64 and is in the process of installing the drains.
   b) Machine shop safety training:
      John Starkey and his TA for ME 463 are developing training videos for main machines. They could use some help in editing, formatting, and posting these videos. John will check with ITaP to see what software and/or camera resources are available.

3.  Provide Update on June 2014 ME REM Inspection:
   A total of 58 deficiencies were identified. Some common issues: missing or incomplete posting of hazard assessments, out-of-date items in First Aid kits. Although hazard assessments don’t have to be directly posted, the door posting for each lab should clearly identify the location of the binder that contains the hazard assessment. Rick DuVall will check with REM to see how to handle cases where several faculty share a lab space, but typically have separate safety binders. As for First Aid kits, Rick removed all expired items.

4.  Discuss Building Emergency Plan Summary:
   At the last ME Safety Committee meeting on Sept.11, 2014, it was decided to prepare a summary slide presentation of ME’s Building Emergency Plan. This could then be viewed on-line yearly, with on-line certifications and quizzes similar to those done for HIPAA and FERPA. Mike Logan checked with ITaP on how they do this. It basically requires setting up a PowerPoint presentation and quiz, and can be done free of charge. Marty Mlynarik has agreed to put together a summary BEP presentation.

5.  Discuss Grad Student Safety Protocol:
   The committee agreed that some sort of formal safety protocol for grad students in ME would be good. It should define hazards for grad students working in the lab. A special concern is undergrads working in the lab. Ultimately, lab safety is the responsibility of the faculty. Individual equipment should be identified for special hazards. Perhaps REM could send someone to look at new equipment to assess any hazards. Training videos could be made for individual labs to instruct new students in lab safety. Or a model lab, where safety procedures are being meticulously followed, could be used as template to identify common safety issues for students working in other labs.

6.  Schedule Next Meeting: Next meeting will be on Nov. 13, 2014 at 10:30 am.