SAFETY COMMITTEE MINUTES
Aug. 13, 2015

Present: Rick DuVall, Steve Florence, Mike Logan, Peter Meckl, Marty Mlynarik, Justin Seipel, Justin Weibel

Absent: Bumsoo Han, Bob Lucht, Mike Sherwood, John Starkey, Nathan Toner

1. Approve Minutes from July 9, 2015 Meeting

2. Discuss Office and Lab Safety Issues:
   - Undergrad Office furniture layout was modified, resulting in violations of fire code for width of aisles
   - Some grad students are not following protocols in handling liquid nitrogen safely
   - Some research labs need housekeeping, are missing door postings and training records
   - Several grad student offices are cluttered with cardboard boxes, etc.

Some of these issues had been identified during the February Indemnification visit by REM and still have not been addressed. The committee felt that more stringent measures may need to be instituted to ensure that labs and offices are maintained properly.

Some ideas include: conducting periodic safety checks, keeping records of violations, and instituting a policy of removing access to labs when repeated safety violations occur.

Peter will ask Anil to put this item on the ME Retreat presentation on Aug. 19, with a comment that the Safety Committee will discuss this at a future meeting to develop a new policy.

3. Discuss Building Emergency Plan Certification Process:

The ME Building Emergency Plan, ME BEP Summary Presentation, and ME BEP Quiz are now posted. A similar summary presentation and quiz for RAIL are now ready as well. Mike Logan will post these as soon as possible.

All new faculty, staff, and grad students will be expected to pass the quiz before being given keys and/or card swipe access. All other faculty, staff, and grad students will be expected to take and pass the quiz as well. Anyone not certified for more than a year may lose key and/or card swipe access.

Grad students will be made aware of this new policy at the Grad Student Orientation on Aug. 24, and faculty will be made aware at the ME Retreat on Aug. 19.

The handling of undergrad students that use ME labs was brought up. It was decided that they should also be asked to take the BEP quiz before receiving keys or card swipe access to get into their labs.

4. Schedule Next Meeting: Next meeting will be on Thurs., Sept. 10, 2015, at 10:30 am.