SAFETY COMMITTEE MINUTES
Sep. 20, 2015

Present: Rick DuVall, Steve Florence, Mike Logan, Bob Lucht, Peter Meckl, Marty Mlynarik, Justin Seipel, John Starkey, Nathan Toner, Justin Weibel, Matt Yochim

Absent: Bumsoo Han, Mike Sherwood

1. Approve Minutes from Aug. 13, 2015 Meeting (with minor edits)

2. Discuss BEP Certification for Undergrad After-Hours Access:

   Mike Logan suggested that all undergraduate students that use ME labs should also be required to pass the BEP certification quiz to gain access to the labs.

   During the discussion, it was pointed out that undergrad students are not Purdue employees and therefore do not fall under the OSHA safety regulations. Some spoke in favor of doing this in the interests of consistency, others felt it was unnecessary.

   Because of a lack of consensus, no vote was taken on this issue at this meeting.

3. Discuss ME Safety Violation Policy:

   Since some of the faculty have been slow to rectify safety issues in their labs, especially housekeeping issues, the committee feels it is time for a more rigorous policy that lays out more stringent measures if labs and offices are not maintained properly.

   Elements of such a new policy include:
   
   • conducting periodic safety checks:
     o need to identify a small group of people to do these, e.g., 3 people including Rick and Marty
     o need to define how often to do these, e.g., every 3 months
   • keeping records of violations (including photos)
   • classifying violations into Classes (e.g., A, B, and C, depending on risk severity and difficulty to fix)
   • specifying time to rectify violations (time would depend on violation class)
   • instituting a policy of removing access to labs when repeated safety violations occur (e.g., remove card swipe access or rekey locks)

   Birck has a policy document that spells out a hierarchy of safety violations and corresponding consequences.

   Peter Meckl will draw up a draft policy to be voted on at the next meeting.

4. Schedule Next Meeting: Next meeting will be on Thurs., Oct. 15, 2015, at 10:30 am.