SAFETY COMMITTEE MINUTES
Nov. 12, 2015

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

Absent: Bumsoo Han, Justin Weibel

1. **Approve Minutes from Oct. 15, 2015 Meeting**

2. **Discuss ME Safety Webpage:**
   In the new College-wide web template, a specific location for the Safety webpage was missing. ME has added its Safety & Emergency Information link under the For You tab on the homepage for now. Peter Meckl will mention this to Donna Ahlen and see what the preferred location for this link would be throughout the College.

3. **Discuss Results of REM Safety Inspection:**
   The REM safety inspection took place on Sept. 22-24. Rick DuVall estimated that so far approximately 95% of the violations have been fixed. Deadline to complete is within 60 days of the inspection.

4. **Discuss ME Safety Violation Policy:**
   Peter Meckl presented a revised safety policy to be voted on (see attached). The main changes were to highlight that this policy only applies to research labs in the ME building or Gatewood, and to better articulate the mechanism for notifying the researchers of any violations in their labs.

   A motion to approve this revised safety policy was made by Bob Lucht, and seconded by Nathan Toner. The new policy was unanimously approved. An email announcing the new policy will go out to the faculty after the meeting.

   The first inspection under this new policy will take place in January 2016.

5. **Discuss BEP Certification for Undergrad After-Hours Access:**
   Mike Logan proposes that ME require BEP certification (starting in spring 2016) for all students that wish to gain access to the ME building or Gatewood after hours (above and beyond the times when these buildings are open for public access). This includes undergrads that work in research labs, and any students wanting to use the computer labs.

   After some discussion, the committee asked Mike to put together a formal document to be voted on at the next meeting.

6. **Schedule Next Meeting:**
   Next meeting will be on Thurs., Dec. 10, 2015 at 10:30 am.
Policy on Research Lab Safety in ME Building and Gatewood

Safety violations, especially in the research labs, are serious since they can endanger the people working in the lab or potentially everyone in the building. This policy is designed to ensure that any issues that have been identified in any research labs in the ME building or Gatewood are rectified in a timely manner. If not, then serious consequences can result.

Although the faculty member in charge of each lab space (or portion of each lab area) is ultimately responsible for safety in the lab, it is highly recommended that each lab space have an individual designated as safety coordinator to oversee all safety-related procedures in that lab. The Assistant Head will keep a list of these designated safety coordinators for each lab area, and this list will be updated annually.

**Periodic Safety Checks:**

A small inspection committee consisting of 3 people, including the Building Deputy, will make periodic inspections of all research labs in the ME building and Gatewood each quarter.

**Keeping Records of Violations:**

Documentation of all safety violations found at these safety inspections will be kept on file for each lab, along with photos, classification of the severity of the violation (see below), and a timeframe within which to fix each violation.

**Classifying Violations:**

All violations will be classified as to the nature of the risk involved and the complexity of the proposed remedy. The allowed time to correct each of these violations will depend on the classification and will also be provided. Actual assessment of risk will be left to the inspection team. The requirement for a formal re-inspection will also be noted.

**Notification:**

Right after each inspection, an email and hard copy of the inspection results will be sent to the faculty member and designated safety coordinator for each lab area with safety violations, documenting the violations and the timeframe for rectifying them. This notification will be followed up with meetings between members of the inspection team and the faculty member and/or the safety coordinator for each affected lab area.

**Rectifying Violations in a Timely Manner:**

Rectifying a violation means correcting the violation directly or taking the proper steps to have the violation corrected (such as scheduling an electrician to add outlets). 'Timely' means meeting the timeline given on the violation report for corrective action.

**Consequences for Not Rectifying Violations in a Timely Manner:**

For the first failure to rectify a violation in a timely manner, the lab PI will be issued a corrective e-mail by the Assistant Head, with a copy to the Head. For a potentially severe violation, the Assistant Head reserves the right to elevate the consequences.

Habitual or repeated failures to rectify violations will result in revoking access to the lab, that is, rekeying the locks and/or removing card swipe access. During this time period, access to the lab will be granted by the Building Deputy only to enable the lab members to rectify the violations. Only after a re-inspection will access to the lab be re-granted.

Serious safety violations may be handled at the discretion of the Assistant Head and Head.