SAFETY COMMITTEE MINUTES
Nov. 17, 2016

Present: Rick DuVall, Steve Florence, Bumsoo Han, Kyung-Min Hong, Steve Kessler, Peter Meckl, Marty Mlynarik, Todd Nelson, Mike Sherwood, John Starkey

Absent: Hrish Deshpande, Mike Logan, Bob Lucht, Justin Weibel

1. Approve Minutes from Oct. 20, 2016 Meeting

2. Review Recent Lab Inspections:

A subcommittee consisting of three members of the ME Safety Committee inspected a sample of 25% of the labs in the ME building at the end of October. Deficiencies found were mainly in the areas of housekeeping and keeping up-to-date records. The faculty in charge of those labs have been notified.

For the next lab inspection to be held in January, the subcommittee to perform the inspections will consist of Mike Sherwood, Steve Florence, and Steve Kessler. The subcommittee for future lab inspections will retain two members from the previous inspection and rotate in one new member.

3. Discuss Injury Reports and Injury Reporting:

Peter Meckl reviewed the report of an injury that occurred at Birck to an ME graduate student at the end of September. The incident occurred as the student was attempting to adjust the sample being cut with a laser under computer control. The commands for opening and closing the shutter can be found at the beginning and ending of the code, respectively. He terminated the code before it reached the command to shut the beam shutter. Therefore, the shutter was open during the adjustment. He failed to verify that the shutter had closed. He mistakenly thought that the shutter was closed so he removed the laser safety eyewear to better adjust the sample.

To avoid such occurrences, the committee recommends that all students working with lasers include in their procedures a check that the shutter has indeed been closed before attempting to work with the sample.

This incident also provides a reminder that all supervisors are required to complete a First Report of Injury form (see attached) if any of their employees are injured on the job. This is an OSHA requirement.

It is also recommended that anytime an employee is injured on the job, they should dial 911. In this way, the proper authorities will be available to transport the injured party to a nearby emergency room. It is better that they be called and not be needed than to assume the injury is minor only to find out that an ambulance is needed and therefore lose precious time. This applies even if the injured party is not an employee (e.g., an undergraduate student working in the lab). An email will be sent to all faculty, staff, grad students, and student clubs (e.g., SAE Formula, Lunabotics, etc.) to make this point.

4. New Business:

Janitorial staff – A question came up about what responsibilities the janitors have if they discover any issues in the lab, e.g., a loose gas valve, etc. The janitors have been instructed to call 911 or to notify the contact person listed on the door posting. They are never to actually touch anything in the lab.

5. Schedule Next Meeting: Next meeting will be on Thurs., Dec. 15, 2016 at 9 am.