SAFETY COMMITTEE MINUTES
Feb. 18, 2016

Present: Rick DuVall, Bumsoo Han, Steve Kessler, Marty Mlynarik, Peter Meckl, Justin Seipel, Mike Sherwood, Nathan Toner, Justin Weibel, Matt Yochim

Absent: Steve Florence, Mike Logan, Bob Lucht, John Starkey

1. Approve Minutes from Jan. 21, 2016 Meeting (as edited)

2. Discuss ME Safety Indemnification Process:

   So far, 17 faculty have not yet responded to corrections and 2 faculty have not turned their forms in at all yet. Common issues with forms already turned in include housekeeping problems and missing training records. Some suggestions to help in filling out future self-audit forms:

   a) Reiterate that all training records must be updated annually – this applies for HazCom and Chemical Hygiene Plan; confirm with REM.

   b) Clarify policies for multiple researchers in same lab or multiple labs for same researcher – check with REM.

   c) Look for ways to streamline process of completing self-audit forms – Rick proposes to meet with faculty (and designated safety coordinators) at beginning to help fill out forms.

   d) Discuss responsibilities and training of safety coordinators – ask them to watch safety video and slide presentation posted on the Safety webpage on a voluntary basis.

3. New Business:

   Machine Shop Safety Quiz:

   Students are having trouble finding the shop safety quiz on the ME website. A more prominent spot for the quiz will be found.

4. Old Business:

   BEP Certification for After-Hours Access:

   The new policy to require passing the BEP quiz to gain after-hours access to the ME building will take effect on March 1. Mike Logan will send out one more reminder email.

5. Schedule Next Meeting:

   Next meeting will be on Thurs., March 24, 2016 at 9:00 am.