SAFETY COMMITTEE MINUTES
Apr. 21, 2016

Present: Rick DuVall, Steve Florence, Bumsoo Han, Steve Kessler, Mike Logan, Marty Mlynarik, Peter Meckl, John Starkey, Nathan Toner

Absent: Bob Lucht, Justin Seipel, Mike Sherwood, Justin Weibel, Matt Yochim

1. Approve Minutes from Mar. 24, 2016 Meeting

2. Discuss ME Safety Indemnification Process:
   REM has renewed ME Certification for another year as of April 12, 2016.

3. Discuss Next Round of Lab Inspections:
   On Nov. 12, 2015, ME adopted a new lab safety policy that includes quarterly inspections of the labs. A new round of inspections is due to take place this summer.
   Today, it was decided that these inspections should take place in June, and that roughly 25% of labs would be targeted. This way, all the labs will be visited at least once a year.
   Rick DuVall will prepare a spreadsheet to record any violations during lab inspections.

4. New Business:
   Building Emergency Plan:
   Marty Mlynarik pointed out that the ME Building Emergency Plan will be updated for May, 2016. It will now be fully in electronic form (using Cascade) and hence no hard copies will be provided going forward. Hard copies will no longer be put into safety binders.

5. Old Business:
   ME 463 Prototype Use Off-Campus:
   In regards to ME 463 students being able to keep their prototypes, Risk Management responded that the prototypes are intellectual property and therefore belong to the students.
   It was suggested that members of Risk Management be invited to the Malott event on April 29, 2016 to give them a better idea of the types of projects and potential risks. Mike Sherwood could help identify any safety issues.

6. Schedule Next Meeting:
   Next meeting will be on Thurs., June 23, 2016 at 9:00 am.