SAFETY COMMITTEE MINUTES  
Jan. 26, 2017

Present: Rick DuVall, Hrishi Deshpande, Steve Florence, Kyung-Min Hong, Steve Kessler, Mike Logan, Bob Lucht, Peter Meckl, Marty Mlynarik, Todd Nelson, Mike Sherwood, John Starkey, Justin Weibel

Absent: Bumsoo Han (has conflict with time)

1. Approve Minutes from Dec. 15, 2016 Meeting

2. Review ME Lab Inspections:
   Another round of ME lab inspections was conducted on January 12, 2017. Notices of any deficiencies went out to the affected faculty on Jan. 15. Of the 7 labs inspected, only 3 had responded as of this meeting date. The other 4 are still pending.

   Common issues involved safety records that are hard to find or not well-organized. It is best to put important items toward the beginning of the safety binder.

3. Discuss ME Safety Recertification Procedure:
   Rick will distribute the Self-Audit forms to the faculty by January 30. Peter will send an email to all faculty with labs in the ME building or Gatewood, with copy to their designated lab safety coordinators. Faculty are expected to return their completed and signed forms to Rick by Feb. 16. Corrections for any deficiencies are due by March 3. Completed forms will be sent to REM by March 6. The REM inspection is scheduled for March 10. Remaining corrections are to be completed by March 24.

4. New Business:
   First aid kits – due to an injury to one of the employees in ME, the secretaries in ME were furnished with first aid kits. However, OSHA has very specific requirements on keeping a detailed inventory of all contents of the kits, and all items must be kept up-to-date. Any outdated items must be removed. Because of the added burdens imposed by these requirements, it was decided that the Safety Committee would write a note to the Head spelling out these requirements, and providing suggestions to the secretaries for how best to handle any issues (see attached document). Mike Logan was asked to prepare the original draft of this document, which was voted on electronically by the members of the ME Safety Committee.

   Student project rules – with some students having done spray painting, cutting, etc. around the ME building where it is not allowed, it is important to get the word out to all the students in classes that do projects, e.g., ME 263, ME 463, ME 444, etc. Mike Sherwood has already drafted a set of slides that spell out these guidelines. Steve Florence will meet with students in these classes to convey this message.

5. Schedule Next Meeting: Next meeting will be on Thurs., Feb. 16, 2017 at 10:30 am.
Anil,

It was brought to the attention of the ME safety committee that there is a plan to install Emergency First Aid kits in the ME Secretarial areas. Further, there is a plan to install signage indicating this in the public spaces.

As this was discussed in the safety committee, several issues were brought up concerning the implications of these additions. Specifically, OSHA requirements for documentation and training as well as the potential for increased liability for the ME department.

As per OSHA rules, any first aid kit must be inventoried on a regular basis with written documentation. This inventory covers items, quantity and expiration date information.

Further, with the installation of these kits and associated signage, we may be creating an expectation of assistance which would necessitate increased training including at a minimum Blood Borne Pathogens.

Lastly, the inclusion of pain relieving medications (Advil, Tylenol and/or Aspirin) may result in potential issues if people are given medication and develop an adverse reaction to it. Current staff are not trained to administer medications.

In discussions with Radiological and Environmental management over the past several years, it was recommended by REM that ME remove these types of 'First Aid' kits from our Lab areas. This would represent a move in the opposite direction from those recommendations.

Based on the above information, the ME safety committee recommends the following.

- Staff in affected areas receive emergency response training to include what to do in the case of medical emergency.

- Boxes of bandages (band-aids) be distributed to the impacted areas. Instructions will also be supplied that staff are to simply 'hand out' the band-aids as needed. Staff will not be applying the bandages.

- Signage *not* be installed indicating the location/presence of first aid kits.

If you have any questions concerning these recommendations, I’d be glad to meet with you to discuss this further.

Regards,
Peter

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Peter H. Meckl
Professor and Assistant Head