SAFETY COMMITTEE MINUTES
Feb. 16, 2017

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

Absent: Bumsoo Han (has conflict with time), Todd Nelson

1. Approve Minutes from Jan. 26, 2017 Meeting
2. Discuss ME Safety Recertification Process:
   Rick distributed the Self-Audit forms to the faculty the week of January 30. Faculty were expected to return their completed and signed forms to Rick by Feb. 16. As of this meeting, 33 out of 49 forms had still not been turned in. The upside is that those that were turned in have generally been in good compliance.

   The REM inspection is scheduled for Mar. 10. Remaining corrections are to be completed by Mar. 24.

   One question that came up is how best to handle multiple faculty sharing the same lab area. Rick checked with Jim Schweitzer, who confirmed that faculty should keep individual training records but can combine SDS data sheets into one binder.

3. Discuss Office Fire Code Violations:
   Rick pointed out that some grad student and faculty offices are out of compliance with fire code, including insufficient aisle clearance, trash, etc. After considerable discussion, the committee agreed that this is a serious issue and must be addressed. The recommendation that the committee unanimously agreed to is that the Head should send an email clarifying the expectations to the faculty and grad students, and give the officeholders time to fix any issues. Then there would be a follow-up inspection, and any remaining issues would be dealt with by the ME Safety Committee, with potential input from the Fire & Safety office for suggestions on how best to rectify any outstanding issues.

4. Old Business:
   First aid kits – the recommendations agreed to by the ME Safety Committee regarding first aid kits were sent to Anil Bajaj. Subsequently, the kits were to be returned back to Amazon, but they did not want them so they suggested they be donated to someone else.

   Purdue Electric Racing – Todd Nelson and Peter Meckl met to discuss ideas for a future space for the team after they vacate Kepner. In the meantime, it is important that they be phased into the safety indemnification process and that they have a formal process for identifying and fixing any safety issues.

   Student project rules – a draft of guidelines for how and where students can work on their projects will be sent to Jim Jones, with a request to send it on to the faculty teaching ME 263, ME 315, ME 444, and ME 463. Still waiting for input from Steve Florence.

5. Schedule Next Meeting: Next meeting will be on Thurs., Mar. 23, 2017 at 10:30 am.