SAFETY COMMITTEE MINUTES  
Mar. 23, 2017

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

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

1. Approve Minutes from Feb. 16, 2017 Meeting

2. Discuss Status of ME Safety Recertification:
   
   Jim Schweitzer and Brian McDonald from REM came to inspect the ME building on Mar. 10. A number of issues were identified that needed to be rectified, most having to do with extension cords in series or housekeeping issues involving chemical waste. The affected faculty have been notified and been given 30 days to rectify the issues.

   Several issues found in some of the labs were repeat violations that had been identified at least once before in prior inspections. Thus, the committee reiterated that the policy does permit taking stronger action (e.g., changing locks on the lab doors) if repeat violations are not rectified in a timely manner.

   The inspection report also recommends that faculty and staff in ME be made aware of the First Report of Injury form, and stressing the importance of filling out this form for any employee that is injured on the job. This will be communicated to ME staff and faculty.

3. Discuss CFATS:

   The Chemical Facility Anti-Terrorism Standard (CFATS) requires each facility to document potentially dangerous chemicals beyond certain minimum concentrations used in the labs. In the past, Mike Sherwood has been identifying these chemicals in each of the labs and filling out the documentation. He has graciously agreed to do this again this year. The form is due to the College by April 21. One question that was raised is whether these chemicals could be flagged during the ordering process. This could be potentially difficult due to the various commercial names for these chemicals and the need to know what the concentrations are.

4. Discuss Bike in Building:

   The Fire and Safety office made it clear that bikes are not to be brought into buildings, but should be kept outside in the bike racks. Also, skateboards are not allowed to be ridden inside buildings.

5. New Business:

   - Rotate Safety Committee members out on a regular basis; this way, more people are aware of safety issues and the load can be better spread around; in addition, it was suggested that faculty as well as staff should conduct lab inspections; also, the question was raised as to whether there are some members of the committee that should be considered permanent. Peter Meckl will consider these questions and come up with ideas for a process to rotate committee membership.

   - Safety communications: the current ME website for safety communications is not well organized; Peter Meckl will work with Jared Pike and Brian Thompson to better organize this material.

   - Multiple faculty in the same lab: Marty Mlynarik recommended to put a map on the door indicating the name of the faculty member responsible for each portion of the lab. Rick DuVall will work with Mike Black in getting this set up.

6. Old Business: none

7. Schedule Next Meeting: Next meeting will be on Thurs., Apr. 13, 2017 at 10:30 am.