

Safety Committee Minutes

Zoom meeting/ May 18, 2021 @ 1pm

Attendance: Fai Leung, Kathy Anderson, Clint Gabel, Leslie Csonka, Russell Logsdon and Judah Young

Discussion Topics:

ISP Checklist

Signatures: ISP self-audit checklist (SAC) signature(s) should be that of the person(s) the area was assigned to by department head and in charge of operations in and/or personnel using the space or their designee.

- ❖ **Designee Signatures:** Acceptable when the PI/supervisor is unavailable due to
 - Unplanned leave (disease or illness)
 - Planned leave (sabbatical, out of the town, maternity leave)
 - It will be written up as a deficiency when signature(s) do not match the name(s) in the “PI or Supervisor:” field unless the REM ISP representative has been notified about a designee signature beforehand or on the SAC.

- ❖ **Combined Areas:** When combining like low hazard areas by types below onto a representative SAC, the department head’s (or their designee’s) signature is required.
 - Offices
 - Common (e.g., classrooms, conference rooms, break rooms, kitchenettes may be clarified in the “Other” field)
 - Computer
 - Storage
 - Other (e.g., refrigerated/freezer rooms, growth chambers, clarification of “Common” when checked)
 - **Multi-PI Area:** If multiple PIs/Supervisors share the same area, either all, or an agreed upon designated PI/supervisor, need to sign the SAC. Otherwise, each PI/supervisor must complete and sign a separate SAC for the locations they control in the area.

- ❖ **High Hazard Areas:** Labs, shops, some communal locations (i.e., cold rooms, cell culture rooms, -20° C freezer rooms, etc.)
 - **Contiguous Locations** (i.e., adjoining interconnected areas that can be accessed without using a public access corridor to enter one or the other.) may be combined onto the one SAC even if areas have different room numbers. For example:
 - A lab or shop suite [rooms 100, 100A, 100B (office), 100C, and 100D (storage)]
 - Contiguous lab or shop suites with different room numbers

- ❖ **Non-Contiguous Locations** (i.e., each can only be entered via public access corridor) must have separate SAC for each area (even when they are next door or on the other side of the corridor).

- ❖ **Low Hazard Areas:** To minimize paperwork, the same type low hazard areas may be combined onto one (or more) type “representative” SACs (inspect at least 10% of each type)
- **Types of low hazard areas**
 - Office
 - Common (e.g., classrooms, conference rooms, break rooms, kitchenettes)
 - Computer
 - Storage
 - Other
- The areas do not need to be contiguous but they must be alike.
- A SAC per building, per floor, or other building subset is acceptable.
- Document set’s deficiencies and communicate them and corrective action(s) via a department wide safety committee communication channel.
- Department head’s (or their designee’s) signature is required on representative SACs.
- Choose different spaces to audit for the next round of representative SACs if doing representative sample.

Additional Comments on ISP’s

- John and Russell will sign low hazard areas or combined areas. Kathy will sign off on the Greenhouse due to chemicals.
- We only need to do 10% of low hazard areas for each building. Csonka requested a shorter form for offices. Judah stated that the form is campus wide and low hazard areas can stop at Section 8.
- REM working on going digital through Docu-sign. A Safety Committee Email address needs set up for these forms to be directed too.
- Russell will work with Becky to condense the Space Assignment list.
- Kitchenettes, Classrooms, Offices and Common areas need to be on separate forms.
- Kathy suggested highlighting the “Type of Room or Area” statement at the beginning of the form and including at the end of Section 8.
- All lab employees should have training whether it’s Chemical Hygiene Plan or Hazard Communication Program. CHP is recommended. For other employees that enter labs on occasion should at least have HCP.

Biology Injury List

- 8 injuries were reported this year.

REM Deficiency Report

- Items of Concern Key was given to committee to follow up on reports.
- Walk-through will be done with Judah, Russell and Bob.

Goals

- **Work on a FAQ to send out with ISP's next year.**
- **Send follow-up email reminders for deadline.**
- **Add Savannah to the committee.**
- **Share training links with Bio-all couple times a year.**
- **Set up a website or add the committee to the Resource tab on the Biology webpage. Share the committee meeting minutes via email or include them on the website.**
- **Remind PI's that injury reports have to be filed within 24hrs. Share the injury list on the website in a redacted form. The committee should review the injury reports each year and look for trends.**
- **REM was assured that the Safety Committee has full upper Administrative support.**
- **A final Goals list will be sent to the committee for signature**