

Meeting Minutes
College of Science Safety Committee
December 14, 2017 2-3 PM
SCI 127

ATTENDEES: David Brook (Chemistry), Sami Khuri (Computer Sciences), Emmanuel Gabet (Geology), Jocelyn Douglas (Moss Landing Marine Laboratories), Laura Miller Conrad (CoS Biosafety Officer), Victor Maraschin (RSO), John Hawk (CoS Safety Coordinator), Pat Walls (Dean's Office), Stan Vaughn (CoS Facility Manager), Marc d'Alarcao (Dean's Office), Michael Kaufman (Dean)

Call to Order: 2:05pm

I. MINUTES

Preliminary minutes from the Nov. 2 meeting have been posted on the CoS Web Site. In our next meeting, minutes will be reviewed by the committee for both the Nov. 2 and Dec. 14 meetings and, once approved, final minutes will be posted on the site.

- II. FIRE MARSHAL ITEMS** – Stan reviewed the status of items identified by the Fire Marshal as requiring attention in the CoS during the last inspection. While most of the items have been addressed, a few items still require further attention.

Action items:

*Stan will provide a list of all remaining items to Marc so that he can follow up with the individuals responsible for the spaces and report to AA.

- III. LABORATORY INSPECTION** – The committee discussed laboratory inspection procedures. The committee decided that safety inspections should occur in every laboratory in the CoS at least once per semester. To reduce the burden of inspection and to achieve the most effective outcomes from the inspection, the committee decided to use the following format.

Each inspection will be conducted by a three-person team comprised of a CoS Safety Inspection Coordinator, a safety representative from the department responsible for the space, and the person assigned as the safety contact for that laboratory. The CoS Safety Inspection Coordinator will be a student employee.

Action items:

- *prepare to hire the CoS Safety Inspection Coordinator – Marc
- *develop a list of all CoS laboratories to be inspected, with safety contact names – Stan and Marc
- *edit draft of laboratory inspection form – Jocelyn, Dave, John, and Pat

- IV. ADJOURNMENT: 3:00 p.m.**