

Meeting Minutes
College of Science Safety Committee
January 11, 2018 2-3 PM
SCI 127

PRESENT: David Brook (Chemistry), Sami Khuri (Computer Sciences), Emmanuel Gabet (Geology), Jocelyn Douglas (Moss Landing Marine Laboratories), Sen Chiao (Meteorology), Ranko Heindl (Physics), 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)

ABSENT: William Murray (Biology), Plamen Koev (Mathematics)

Call to Order: 2:02pm

I. MINUTES

Minutes for Nov. 2, 2017 and Dec. 14, 2017 meetings were approved unanimously.

No announcements were made. M. d'Alarcao thanked faculty for attending this meeting while on holiday break

II. Previous Action Items:

1. S. Vaughn and M. d'Alarcao are completing a list of spaces and identifying the responsible reporting person. E. Gabet asked the question 'what defines a laboratory'? It was discussed and agreed that the *activities* happening in the space would define whether room would be inspected for safety concerns. Committee members will identify and report to the Chair and M. d'Alarcao the hazardous activities occurring in their particular department. This will help determine safety survey questions.

2. M. d'Alarcao shared that the Safety Inspection Assistant position was approved, funding was secured and a position description was created. Nominations are being requested and will be reviewed as soon as possible.

3. The laboratory inspection form was edited and put up for discussion at this meeting.

III. REVIEW OF ONLINE REPORTING FORMS –

- The inspection forms were rearranged with some sections altered to enhance clarity and to minimize non-applicable questions for certain departments.
- Once spaces are identified, one person will be designated to be the contact for that space. If multiple users, the contact person will rotate on a yearly basis.
- Training and documentation thereof was discussed at length. Faculty are ultimately responsible for training, which can be documented in multiple ways (online, digitally or hard copy) but should be made available during an inspection if requested. J. Douglas and L Miller Conrad will identify and review training and safety documentation. Standardized training is available from CoS Chemical Safety Department and J. Hawk. Standard Operating Procedures for certain specific activities should be created, approved and utilized to ensure users all have complete and identical information.
- "Conditional Sections" would be populated based in which room and which activities are reported.

IV. REVIEW OF ONLINE INCIDENT REPORTING FORM

Due to time constraints, the discussion of the online incident reporting form was brief (for scope and content). The committee requested that S. Vaughn should consult with SJSU EHS office to ensure we aren't trying to create something that isn't already in place.

V. **Action items:**

- *Complete identification of spaces and responsible persons. [M. d'Alarcao/S. Vaughn](#)
- *Submit a list of activities that are/could be considered hazardous to Safety Committee Chair. [Department Faculty/Lab Supervisors](#)
- *Determine how to identify training and safety requirements and documentation options. [J. Douglas/L. Miller Conrad](#)
- *Consult with EHS on Incident/accident reporting form [S. Vaughn](#)

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