

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

Present: David Brook (Chemistry), Laura Miller Conrad (CoS Biosafety Officer), Victor Maraschin (RSO), Pat Walls (Dean's Office), Marc d'Alarcao (Dean's Office), Stan Vaughn (CoS Facility Manager), Plamen Koev (Mathematics), Jocelyn Douglas (MLML), Emmanuel Gabet (Geology), Randy Kirchner (CoS Safety), Mei Yun Li (CoS safety auditor)

Absent: Michael Parrish (Biology), Craig Clements (Meteorology), Jon Pearce (Computer Sciences), Physics Representative, John Hawk (CoS Safety Coordinator)

Call to Order: 2:02 pm

**I. Minutes**

Apr. 12, 2018 meeting minutes were approved.

**II. CoS Safety Committee**

1. Charter was reviewed
2. Departmental representatives will be finalized – **MD AI**
3. Future meeting times need to be determined – **JD AI**

**III. CoS Safety Inspections**

1. Mei got new iPad, but still has crashes due to Wi-Fi dead zones, **AI (Action Item)** – Mei will report dead zones to SV
2. Remaining potentially hazardous activities category inspection questions:
  - i. Controlled Substances – **MD will consult with Larry Young to compile questions AI**
  - ii. Ionizing Radiation – **complete – MD needs to send to JC AI**
  - iii. Electrical Hazards – **SV is preparing questions AI**
3. Fall semester inspections pending, take ~1 h per room.
4. Review inspection process **AI – SV to organize with Mei, RK, MD, PW**
  - i. Gather faculty/staff feedback on initial inspections – **SV**
  - ii. Review inspection results (safety infractions)
  - iii. Review inspection list to determine if edits should be made
  - iv. Follow up fields will be added to spreadsheet - 2 categories of infraction will be possible a) monitored and corrected. b) "Do it Now" Report will be annotated with need to address immediately and will trigger a re-inspection.
6. Inspection guidelines need to be posted to COS Safety website – **AI**
7. Inspection guidelines info needs to be shared with departments – **department reps AI**
8. New EHS inspection/inventory software system

**IV. Incident Reports**

1. Risk assessment form on TeamDrive – **PW AI**
2. Need to confer with EHS to determine responsibility with Incident reports – **AI**
3. Need to add policy/guidelines for incident reports to safety website - **AI**

## Training

4. Existing training document
  - i. needs to be added to TeamDrive – **PW AI**
  - ii. department reps need to add their department's existing safety training – **department reps AI**
5. CSU has a biosafety training on Skillport
6. Need to develop and post guidelines on: **AI**
  - i. Who needs to be trained
  - ii. Frequency of training
  - iii. What is the training
  - iv. How is the training documented

Adjourned: 2: 55 p.m.

Next meeting TBA