

**THE OHIO STATE UNIVERSITY
WOOSTER CAMPUS SAFETY COMMITTEE
OARDC, ATI, and Research Stations
Minutes of September 16, 2015 Meeting**

PRESENT: Ryan Brooks, Tamela Brown, Dave Drake, Charles Goebel, Jim Hacker, Roger Hamilton, Deana Hudgins, Mike Kauffman, Mike Klingman, Jenny Moyseenko, Mike Reding, Mark Schleppe, Jeff Strouse, Chip Styer, Seth Walker, Lee Wilson

The meeting was called to order by Jim Hacker, Chair.

POINTS OF DISCUSSION

1. Discussion of the minutes from July 22, 2015. Mike Kauffman moved to approve the minutes with one correction and Lee seconded. Jenny will correct the date listed for the next meeting and send a pdf of minutes to Dave to upload to the website.
2. Old Business
 - a. Occupational Medicine Meeting Followup:
Tami has been working on compiling a list of employees who need clearances. She sent the list to Linda Wellington for verification, but has had no response. Jim will try to schedule a followup meeting after Linda has had a chance to review the list.
 - b. Hazardous Materials Shipping Seminar:
Jim checked with Jim Hampton about integrating hazardous materials shipping training for USDA employees. Any training that other departments require should be acceptable for USDA. Jim Hacker has had no further response from department chairs about requested training. The topic was tabled.
 - c. Fire Extinguisher Training:
The Safety Day scheduled for September 25 will cover fire extinguisher training. Two instructors will be coming from Columbus EHS to assist – this may occur in the future on a quarterly basis. Dave can schedule fire extinguisher training by request for departments as needed.
There have been registration problems for the Safety Day – a followup email will be sent to clarify. Mike Kauffman suggested that it would be valuable for each department to send someone, even if the training was not directly needed.
 - d. University Lab Safety Committee:
Lee reported that there has been no meeting since the last WCSC meeting. The committee consists of equal numbers of faculty and staff representatives, plus one student representative. The committee's university wide survey has gone out to all employees to ask their general opinions of safety practices.
 - e. Faculty alternate for WCSC:
There is currently no alternate for the faculty representative (Charles Goebel) on the WCSC. Loren Harper suggested that Seth bring the matter up at the next Administrative Cabinet meeting.
 - f. Required Safety Trainings:

Jenny consulted with Seth and was told that required trainings as listed on the OARDC EHS website are tracked via the EHS online system. No list or database is in place that lists or tracks trainings required by individual labs. Seth has revised the OARDC list and advocated for support to labs that request it for developing their own required training list. Lab managers or PIs can direct questions to Seth, Dorian, Dave, or Tami. PIs and/or lab supervisors are responsible for creating lists of trainings required for their employees.

g. New OARDC web site:

Chip reported that the new OARDC website will go live on November 2, replacing Centernet. The new site will break out college-based items (such as HR, Financial, etc) and will also address campus-specific items.

3. New Business

a. Updates: Safety, Police and Fire:

Police – Seth reported that the department is still trying to hire additional personnel, but the process is stalled.

Safety – Tami reported that she is starting to conduct quarterly lab inspections. She has completed inspections in several buildings. PIs need to indicate that deficiencies have been corrected. Tami notified Associate Chairs, but did not have the correct names on her list in some cases. Lee suggested that she also notify each department's safety representative. Surprise walk throughs will still be conducted.

Fire – Dave reported that FABE had some fire alarm malfunctions. Personnel ignored the alarm because too many false alarms had occurred. The procedure for responding to fire alarms is the same in all buildings whether it is "tied in" to the system or not. Representatives should check with Dave for clarification if necessary. Dave asked if there was a campus wide email list that could be used for notifications – several members suggested that he contact individual departments.

b. Chip mentioned that the Buckeye Learn platform may be of use to track safety trainings. It can be accessed with employee name.#. Classes and ID materials could be created for individual employees.

c. Dave asked for help from someone with updating the Motor Pool Charter in a Word document.

d. Several changes are being made to WCSC members assignments. Roger Hamilton will no longer represent Research Ops, because he has been reassigned to Facilities Services. Mike Sword is the alternate for Research Ops, but the committee should contact Ken Scaife to find a new Research Ops rep. Since ATI's Facilities Department has now merged with OARDC's, Jeff Strouse does not know if he will continue to serve on WCSC – he will check with his supervisor.

e. Election of Officers:

Roger Hamilton will serve as Chair, and Scott Wolfe will serve as Secretary, pending approval from their respective departments. The officers were approved unanimously.

f. Live 'N Learn:

An incident involving a Trizol spill was reported. The person was not wearing protective garments except gloves. An accident report was filed and the person was taken to MedPro. PIs were not present, and the Associate Chair insists that faculty improve safety practices.

Dave reported that workers in the HCS greenhouse were wearing flip flops. Per Dorian, any full shoe is permissible.

Seth reported on an incident during ATI move in, when a person was arrested after a "Be On the Lookout" report of someone stating that they wanted to shoot cops. The full communication was not relayed, and since the person was known to the police, he was not searched, but should have been. Fortunately, no harm was done.

Ryan mentioned an incident in which potassium chromate was stored in a plastic bottle that disintegrated.

Dave mentioned that people working alone at night in labs is not a good practice. At the least, someone should be notified. Seth suggested notifying Chad or the police if employees plan to work after hours.

The next meeting is scheduled for November 25, the day before Thanksgiving. It was suggested to change it to November 18, and it was carried unanimously.

Motion to adjourn the meeting was made by Chip, and Mike Reding seconded.

Respectfully submitted,
Jennifer Moyseenko, Secretary