

**THE OHIO STATE UNIVERSITY  
WOOSTER CAMPUS SAFETY COMMITTEE  
OARDC, ATI, & Research Stations  
Minutes of February 15th, 2012 Meeting**

**PRESENT:** Dave Drake, Clay Dygert, Jim Hacker, Tony Karcher, Mike Kauffman, Jenny Moyseenko, Karen Myers, Mo Saif, Mark Schleppi, Jeff Strouse, Chip Styer, Seth Walker, Lee Wilson, Richard Moore, Donna Wyatt and guest Dorian Richards

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

***POINTS OF DISCUSSION***

1. Approval of the minutes from January 18th, 2012. Motion to approve the minutes by Seth Walker, seconded by Chip Styer.
2. Jim introduced Dorian Richards.
3. Tony Karcher asked about the upcoming respiratory fit testing and what forms should be filled out. He was told for USDA employees, that they should fill out the questionnaire online and during their yearly physical, the physician will fill out the medical clearance form.
4. Old Business
  - a. Meetings: After a brief discussion about frequency of meetings, Jim Hacker suggested going to every other month meetings but if needed the chairman would call a meeting in the off month, trying to give a two week notice. The next meeting would be March and then the meetings would be every other month which would include September but not December. Mark moved to accept the changes, Chip 2<sup>nd</sup> and the motion passed. Dave Drake stated that he will add the alternates and Seth Walker to the website.
5. New Business
  - a. Updates: Safety, Police, Fire: A new part time officer has been hired, Justin Estel.
  - b. Laboratory Inspections: Dorian Richards said he has kept the same schedule as last year. He would like everyone to switch to EHS door signs for consistency. They can be ordered online at EHS and he can bring them up at inspection time. This is for all research labs. Labs that are not considered research labs should have contact info on the door and can still use the signs. ATI is not inspected but can still use the signs. There is a new training requirement which is the BEAP training, they are targeting researchers first. All should print the certificate and keep with the records. EHS wants the old SOP's replaced with current SOP's from EHS or use their template. They are also creating batch SOP's for chemical categories. During the inspection, he will be checking for electronic verification of updating the chemical inventory. He will also be looking at first aid kits. The rest of the inspection will be the same as previous years. He stated the most common problems are incompatible chemical storage and training records. Dorian asked to be informed of changes in PI's and/or laboratories. He also asked to be notified of people to be added to the newsletter list which now includes radiation safety and occupational safety.

Dorian went on to say that they are changing the EHS website. There will be a login and all info will be in EHS assist including training records. There will be different levels of access although the training can be taken by anyone, there will be a way to get into the training without an OSU ID. Dave suggested it would be nice to be able to get a report of all employees and their current training per PI.

Mike Kaufmann complemented Dorian on the newsletter and highly recommended the video in the newsletter. Discussion ensued on keeping track of employees training. Dave added that the inspection schedule is on the website.

- c. Seth said that this spring the newsletter will be re-started.
- d. Dorian said that Columbus EHS is being revamped to make things easier to find. The end result should be that one should be able to find what one wants with just 3 clicks.
- e. Mo discussed the recent shipment that was sent to Cleveland Airport by FAARP that was packed in too much dry ice and consequently outgrew the box. FAA and DOT representatives visited the department looking for the training records of employees and also for the "security plan". Seth expounded on what the security plan is and who needs it. Seth has been working on a plan for FAARP and can adapt it to any department that needs it.

Motion to adjourn the meeting was made by Seth Walker, seconded by Karen Myers, motion carried.

**The next meeting will be March 21, 2012 at 8:30 A.M., in the Fisher Auditorium Conference Room.**

Respectfully submitted,  
Lee Wilson, Secretary  
Assisted by Donna Wyatt