

**THE OHIO STATE UNIVERSITY  
WOOSTER CAMPUS SAFETY COMMITTEE  
OARDC, ATI, & Research Stations  
Minutes of May 16, 2012 Meeting**

**PRESENT:** Tamela Brown, Laura Chapin, Dave Drake, Clay Dygert, Jim Hacker, Roger Hamilton, Roug Mian, Karen Myers, Megan Strother, Chip Styer, and Lee Wilson.

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

***POINTS OF DISCUSSION***

1. Approval of the minutes from March 21<sup>st</sup>, 2012. Motion to approve the minutes as written with corrections by Megan Strother, seconded by Chip Styer.
2. Old Business
  - a. Charter Modifications: Since Seth was not in attendance we could not vote on the final changes to the charter that he was to present to us today for discussion and approval. Thus, we will discuss and vote on the charter at the July meeting.
3. New Business
  - a. Fit Testing: Was interrupted by a power outage on April 23<sup>rd</sup> and had to be cancelled. The new testing equipment has been purchased and Tami is awaiting delivery. Once the equipment arrives a new fit testing session will be scheduled.
  - b. Fire Alarms and Fire Extinguishers: Fire alarms in all buildings were tested over the last couple of weeks. All went well with the testing. Fire extinguishers will be tested in June.
  - c. Wooster Safety Newsletter: The initial newsletter that Seth put together and sent to all of us for our input was very well received. The newsletter was viewed as very professional and we felt ready to go.
  - d. Laboratory Glass Recycling: Columbus campus has a program to recycle non-contaminated laboratory glassware. Discussion focused on whether or not we need this program due to the quantity of glass that may or may not be generated. Many questions were raised in regards to how to conduct the program and how to store the glass for pickup. We concluded that we need to talk with Dorian Richards about how this program works in Columbus before we are ready to decide to initiate this program or not. **Jim will talk with Dorian**. We will further discuss this issue at our July meeting.
  - e. Building Evacuation Action Plan (BEAP): Jim had recently discovered that every building needs not only a Building Coordinator but also an Evacuation Coordinator. They cannot be the same person. During an emergency the evacuation coordinator reports to the building coordinator. The Wooster EHS is working on a Wooster Campus BEAP but in the meantime each department should create a BEAP that pertains to their department. **Seth will address this at the next meeting**. When the Wooster based BEAP is finished we would like to have it on both the Wooster Campus Safety website and also the EHS Assist website. This then will be easy to find for use in new employee training. To get this Wooster based BEAP onto EHS Assist will require approval from Dorain.

- f. Laboratory Safety Training Classes on Campus: We were asked by Dorian if we would like to have periodic on campus laboratory training conducted by John Harrington. This training could be given to the campus or to individual departments or groups. The training would cover a range of topics about safety within laboratories. **Each of us agreed to investigate within our areas to see if this training would be of interest.** Our results will be shared with each other at the next meeting.
  
- g. CPR Training: From this point forward all records of CPR training will be stored online for easier record keeping. Additionally, Blended Learning of CPR will be initiated with students of ATI. Blended learning is the combination of online videos and two hours of on hands training with manikins. The online videos cover many aspects of CPR with quizzes after each section. Successfully passing all quizzes in relation of the online videos qualifies the individual to taking the two hour hands on training. This method will be offered to the campus for the first time sometime during the summer. The standard six hour training will still be offered to those who wish this style of training. Eitherway, every three years a notice will be sent to tell the individual that they are in need of recertification of CPR training.

Motion to adjourn the meeting was made by Chip Styer, seconded by Karen Myers, motion carried.

**The next meeting will be July 18, 2012 at 8:30 A.M., in the Fisher Auditorium Conference Room.**

Respectfully submitted,  
Lee Wilson, Secretary