



Laboratory Safety Committee Meeting

Facilitators: Marc Majewski (Co-Chairs Cortez / Rosser)

Members Present: Michael Beatty, Keith Bowman, Grace Crickette, Jane Dewitt, Karina Neilsen, Susan Pelton, Linda Vadura, Christopher Pong

Members Absent: Alvin Alvarez, Dan Bernardi, Michael Goldman, Kenneth Monteiro, Linda Oubre, Helen Storrs

Alternates Present: Susan Shimanoff (for Dan Bernardi, John Elia (for Alvin Alvarez)

Minutes

Welcoming Comments: Sue and Ron

Agenda Item: Membership Changes

New: Grace Crickette, Susan Pelton

Leaving: Allison Sanders

Presenter: Marc

Agenda Item: Follow Ups of Previous Agenda Items

Presenter: Marc

Proposed University Policy Directive for Proper Attire in “Wet” Laboratories:

- >600 lab coats sold out of display on the quad,
- Decorated Lab Coats
- Handout : Hyperlink to policy directive – Obtaining and Laundering Lab Coats

Discussion:

Jane requested clarification of the timing of student drop off/pick up; recommended having a specific time period.

Keith suggested replacing paper vouchers with an app and scan of student ID

Linda V explained that manual handling was easiest now, due to lack of software and limited staff.

Ron offered to have his office develop a database to store photos of pictures of students with names IDs and vouchers.

Rainbow Emergency Flipchart

- Still progressing, temporarily delayed by focus on evacuation drill requirement.

Medical Event Flow Chart Handout:

- Done. Posted on EHS website

Chancellor’s Audit

- Audit status reviewed by Internal Audits group
 - Actions taken in response to today’s agenda will help close several audit items
 - Compliance Calendar (display)
- Update search for a Chemical Hygiene Officer
 - Special Consultant being considered

Discussion:

Ron requested Helen Storrs to report on Audit’s assessment of open items from Chancellors Audit

Agenda Item: Decontaminating and Decommissioning Equipment draft Practice Directive **Presenter: Marc**

Discussion: **Marc:** Decommissioning goes beyond decontamination and includes issues such as physical, mechanical and electrical safeguards. Dumpster diving is routine by students, staff, faculty and...?
Keith: Could we find funds to purchase a sealable dumpster?
Sue: Inventory tagged items must go through a different protocol.
Marc: The practice directive will explain that and include a link to that procedure

Action Items	Responsible Party	Deadline
Complete work on practice directive	Marc & Linda V	August 30, 2016

Agenda Item: Make Safety Happen Program Incentive **Presenter: Marc**

Discussion: Marc explained the roles of the BC/BERCs and the need to re-organize with a single BC/BERC per building. Also needed is a Make Safety Happen Point of Contact (MSH-POC) for each college to work with EHS to move the Make Safety Happen program forward.
Grace: Marc's team has developed a ready to go program. Deans just need to ID persons and make sure they get to meetings.
Marc: Colleges will be eligible for an incentive allocation for safety if they agree to the reorganization, provide the names of the BC/BERCs and MSH-POCs, and begin to conduct evacuation drills each semester, starting with this summer.
Sue: Need to tweak the size of the incentives to match the differences among colleges.
Keith: What about Sierra field campus?
Marc: Not included as a separate entity
Sue: What about Downtown Campus
Michael: I'll identify someone from DTC
Karina: RTC is different
Grace: We will come out to RTC. Just want to make sure that RTC meets minimum requirements

Action Items	Responsible Party	Deadline
Provide incentive allocation options for Ron and Sue to consider.	Grace	April 22, 2016
Consider RTC's organization as it applies to this Program	Marc	Next meeting
Identify BC/BERC/MSH-POC for DTC	Michael B	Next meeting

Ron: Wraps up a successful meeting, and reminds the committee to contact Frank or Marc if someone expresses a concern about safety.