CHMS Safety Committee Meeting Minutes  
November 7, 2013

Attendees: Jeff de Ropp, Bill Doering, Sangtae Kim, Fred Hayes, Spyros Tseregounis
Absent: Bruce Gates and Pieter Stroeve (both on sabbatical)

AGENDA:

1. Review Sept. meeting minutes
   a. EH&S Lab Inspections and LHAT
   b. Any further follow-up actions(s)?
      ➢ There was discussion about completing the LHAT, and how we define the users in each lab. Specifically, can we get an ‘visitors’ coats and how do we define users for the teaching labs?
      ➢ **Action Item (Bill):** Issue reminders about LHAT; more frequent as completion date nears (Jan. 10, 2014)
      ➢ **Action Item (Bill):** Find out how to complete LHAT for teaching labs so that we have coats to cover all potential students.

2. Review any reported Injuries/Illnesses, Hazards or Near Misses
   a. How do we encourage reporting?
      ➢ Consensus was that it would be difficult to get people to report these things, in part because of time and in part because of perception that these are negative events. Incentives might be offered, such as pizza for the lab, Starbucks gift cards, plaques, etc.

3. Safety items/issues
   a. ‘Emerging Risks to Research’ - CFATS (Chemical Facility Anti-Terrorism Standards) review
      i. Universities are soft targets. Should we proactively implement/encourage new policies and/or behaviors
      ➢ Raising awareness may be the best way to minimize these risks without stifling research. This can be accomplished through additions to the training program and encouraging everybody to report any odd behavior.
      ➢ Also discussed key codes, and whether these should be changed at any regular intervals. Sangtae suggested that visitor codes be changed with more frequency, perhaps annually. General agreement to try to control more closely, and disable codes for those who have left the university.

   b. CHMS cylinder cage – uneven pad causes tanks to lean forward
      ➢ While trying to get the uneven concrete pad fixed, it would be useful to provide reminders or possibly even implement policies to remove tanks within a given time of delivery (1 month?). It is important that the CHMS cylinder cage is not used for storage, and that empty cylinders are properly returned. It seems some of the overloaded cage was due to old/empty cylinders that were not picked up.

   c. Kemper receiving door, 1-inch step makes use difficult/dangerous/impossible
      ➢ Not directly a CHMS issue, but it does impact anybody using Kemper for freight deliveries.
- **Action Item:** Bill will contact Dave MacKinnon and try to figure out what can be done.

  d. Would planned safety talks be useful? Are there other useful resources (Safety Spotlight newsletters, etc.)?
  - Unclear whether these would be well attended/received. May depend on content, and food could always be used as incentive to encourage attendance. Bill’s goal is to improve the general safety culture and to get people thinking about safety in ways that are less formal and not necessarily tied to ‘mandated training.’ He would also like to get the department more involved in general.

4. **Other Items**
   - None discussed.

5. **Review new Action Items for next meeting**