CHMS Safety Committee Meeting
March 2, 2012

Present: Spyros Tseregounis (Chair), Jeff de Ropp, Jim Gage, Bruce Gates, Sangtae Kim, Tarit Nimmawudipong, Pieter Stroeve

1. **New Chair** – Spyros assumed the Chair, replacing Bill Ristenpart. Spyros reviewed the policies of the safety committee as given by PPM 275-20, see attached.

2. **Lab Inspections** – Spyros announced that he would like to begin an accelerated schedule of lab inspections (more than just once/quarter). This could be done in part by using any 3 of 7 committee members and having inspections more frequently. Spyros will work with Jim Gage to begin scheduling inspections.

3. **Safety Awards** – There were no applications for Winter Quarter. We will re-announce in Spring.

4. **Lab Fire** – A fire occurred in one of the labs in the northwest wing of Bainer Hall in February. Jim provided some details. As safety oversight for this lab resides with the college, we will contact the COE Safety Coordinator to see if we can get a full reporting and pass on what we learn to the department.

5. **Anne O’Neal** – The committee was reminded that Anne O’Neal of Chevron will be giving a safety presentation in early May. We will publicize this and attempt to get extensive attendance by the department.

6. **Lab Inspection** – The committee did a safety inspection of the EMS undergraduate teaching lab, Kemper 163. The CHMS [worksite inspection form](#) was followed to guide the inspection. Only one possible problem was noted: no safety eye-wash/shower is available in the lab. These are located in the adjacent room Kemper 157 but since that became research space, the door between the two labs is now locked. Since no chemicals are used in the EMS labs, this may not be an issue. A copy of the completed worksite inspection form was sent to the departmental ABET team.
Safety Committee Guidelines (Optional)

For those departments or units that wish to establish a safety committee to assist them in implementing the UC Davis Safety Management Program, the following may be used as guidelines.

A. Duties of the safety committee

The safety committee has the following duties and responsibilities:

1. Meet at least quarterly.
2. Keep written records of meetings and make them available to department/unit employees.
3. Review results of inspections conducted by the department safety coordinators and audits or inspections by groups outside of the department/unit, e.g., EH&S inspections, Department of Health Services inspections.
4. Review investigations of accidents and cases of injury and illness, and make recommendations regarding prevention.
5. Submit recommendations in response to employee safety suggestions.
6. Develop strategies for implementing new safety management programs.
7. Coordinate activities of department/unit safety coordinators, provide direction, and facilitate the dissemination of safety information.
8. Appoint ad hoc committees as required.

B. Safety committee members

A safety committee should be broadly representative. For example, five safety committee members could be appointed by the department head to oversee the Safety Management Program:

1. One member from the Management Services Officer level.
2. One or two members from the research laboratory level.
3. The department/unit safety coordinator.
4. One or two members from the faculty.
5. One member-at-large from the department/unit.

The chair of the safety committee will be designated by the department/unit head.