**UAH Environmental Health & Safety Committee
Minutes of Meeting – December 15, 2014
VBRH M33, UAH Campus**

1. Call to order by Lindquist
2. Roll Call of members by Lindquist:

Compliance Officer – John Cates - present

College of Liberal Arts – Mitch Berbrier (Interim Dean) – absent

Associate Vice President, Facilities & Operations – Mike Finnegan – present

College of Science – Sundar Christopher – absent

Dean of Students – Regina Hyatt – present

College of Engineering – Shankar Mahalingam – present

Ex-Officio – Office of Environmental Health & Safety – Marcia Pendleton – present

Chairperson – Associate Vice President, Research – Bob Lindquist - present

1. Approval of Minutes

Motion to approve: Regina Hyatt

Second to motion: John Cates

1. Unfinished Business
2. Chemical procurement policy review – Comments? The purpose is to make sure chemicals are added to a list kept by EHS and that Pendleton approves all purchases. Pendleton goes into the Banner application to approve purchases and then she updates the EHS list with what the chemical is, who ordered it, and where the chemical is kept.
- this is a procedure; not a policy. Paragraph #2 of the document is the policy, which will be signed off.
- Finnegan – Page 4, A-1, of the document – if the item is damaged through shipping, certain procedures will be followed. If not damaged, items will be delivered per normal procedure.
- Terrance Haley will sign as Procurement.
- Cates – The transfer of bio hazard materials, i.e. from another university, doesn’t go through Procurement. Pendleton will get with Biology, Office of Technology, and other departments to set up procedures. Currently there is nothing in place for transfer of items.
- Motion to vote to accept procedure as written by Finnegan; seconded by Hyatt.
- Pendleton will remove “DRAFT” from the document, obtain signatures, and forward to procurement.
- Policy on Policies has not been approved yet.
- A policy should be prepared but this procedure doesn’t need the University President’s approval; procedure to handle Regulated Material Procurement Procedure.
- Add “Procedure” to document and remove “Policy” section since this is just a procedure.
3. Status of chemical inventory submissions: Pendleton has gone over the project registration procedure and in the future, OSP will be asking if the PIs will be using any hazardous chemicals. If they are, OSP will submit a list of what is being used to Pendleton. This procedure will serve as a way to get more information for the inventory list. Pendleton has compiled a list of ten buildings on campus that need to have an inventory list. She will submit the list to the Deans, etc., in each building. The inventory list will allow people to possibly use a chemical from another department rather than ordering the same item for their department.
4. New Business

Discussion of scope of the EHS Committee. Is additional membership necessary to have the appropriate outreach for the scope?
 - there is a one-page document from a couple of years ago that has a fairly broad description of the committee.
- The committee reports to the University president once a year.
- Finnegan – I can tell a difference on campus now that the committee has been active; things are much better.
- Lindquist – We should include the Deans in the distribution of the report.
- Nursing should be added.
- The Lab Safety Committee should be reinstituted.
- College of Business should also be included.
- Nursing, Education – all academic Deans should be included. Perhaps not include Graduate Studies.
- Besides lab safety, EHS includes fire safety and inspection, AEDs, and lab safety.
- Mahalingam – Include academics; College of Science, College of Nursing, College of Engineering, College of Business, and College of Education; or a designated representative from the Dean. After an audit, the high risk areas will be presented to the Dean so they can address and correct any issues. Prior to the next audit, the Dean will be notified so they can be sure that items from the last audit have all been addressed.
- Separate the list of audit issues between high risk and low risk so the high risk items can be identified easily and fixed quickly.
- Lindquist is a representative for all research centers on this EHS Committee. To get all Center Directors together would be difficult. He can relay any information to them during the regularly scheduled Center Directors’ meeting.

The current membership names need to be updated.
-Provost? Dr. Curtis has never attended a meeting. The former Provost, Dr. Karbhari, did get directly involved to get things going. At that time, the VP level of involvement was required to get things going and accomplished.
- Forward policies to the President, Dr. Altenkirch, and the Provost, Dr. Curtis, for approval.
- Include Athletics? Dean of Students interacts with them and will forward pertinent information to them. Facilities handles fertilization of the fields, etc. Athletics maintains their own grass but the chemicals are put down by facilities.

- Pendleton and Hyatt will discuss Athletics and decide if Athletics needs to be represented.

- Dr. Hyatt handles student interaction. Discussion concerning sharps and injections. Pendleton is not contacted for disposal of sharps; a medical staff person handles the disposal.
- Athletic department (student) travel is not handled by this committee. This group handles issues related to the campus proper.
- The air gun on the arsenal is not on campus but it is an area that we cover.
- We lease the building from the Army; all UAH employees. We must pass the government’s safety plan for that building (Garrison Command).
- The NSSTC building has a separate safety plan (NASA’s).
MOTION: A motion was made by Mahalingam and seconded by Cates to add the Deans of Nursing, Education, and Business to the Committee and to remove the Provost from the committee. In addition, the positions of Legal and Compliance will be combined (one person currently handles both positions). Motion passed unanimously.

1. OEHS Updates
2. MSDS Online has been purchased and is available for use on campus.

- UAH has purchased an online subscription to MSDS information
- There is a link online at the UAH EHS web site

- OEHS has developed posters to display on campus with the link to the MSDS information

- Each lab is given the option to also have a notebook available for the people in the lab

1. Accident reports

- The Accident Report Log FY 2014-2015 was distributed to the committee.

- If no investigation into the root cause was warranted, a N/A was listed. If the event involved a non-employee, the Department listed on the report is the department that the accident was reported to.

- For future discussion: How to distribute information and to whom.

1. Disposal of hazardous waste as per Resource Conservation and Recovery Act.

- Disposal of hazardous waste took place last month (November, 2014).

- Labs scheduled for EHS Inspections: December – Cramer Hall; February – Engineering Building, March – Wilson Hall, Roberts Hall. \*

\*Comments below pertain to both ‘d’ and ‘e’ topics.

 - Inspections for the next quarter (Q1-2015) are listed. Pendleton gives an opportunity for the departments to schedule the date and time. If there is no response, she proceeds with the inspection when she is available.

- Mahalingam – There is an inspection of a machine shop scheduled; they received notification last week.

- Steve Collins requested the inspection. There was a person who came out, not a government employee but an outreach program employee. The report will be submitted in January, 2015. Arterburn has asked for the machine shop in VBRH to be checked out. There may be students in the RSESC machine shop. EHS needs to put something in place to ensure that students are not working in a machine shop area “unsupervised” by a UAH employee. Currently there is no policy or procedure regarding students working unsupervised. This should be something the Lab Safety Committee addresses. There are machine shop-type tools around campus that are not in the machine shop. John Shriver is heading up the Lab Safety Committee; this is something they should address, too.

1. Life Safety Code Inspections - December–Morton Hall, University Center; January – NCRH, WLRH, Frank Franz Res Hall; February – Engineering, PPB, Spragins Hall; March – Roberts Hall, Central Receiving and Shipping, Wilson Hall. \*
2. Pendleton has been visiting offices on campus to review the New Employee Safety Orientation and procedures for supervisors. Currently meetings with all academic departments, Housing and Auxiliary Services, and Facilities & Operations have taken place. Remaining areas are Research Centers, Athletics, and Departments under the Vice President for Finance and Administration.
3. Safety Timeout

- Responsibilities of UAH when employees are on rented space; there is no fire alarm system in the SMAP building on Technology Dr. They are putting their own system in and also going back to the landlord asking that the building be made compliant.

- Cates – We aren’t the only tenant in that building.

- Lindquist – There is an entire section in the building that is not being used.

- Cates – The answer is in the lease. The lease needs to be reviewed; also, the common areas need to be addressed.

- Finnegan – From what he recalls, the landlord handles the building’s maintenance.

1. Adjourn

- Motion to adjourn: Bob Lindquist

- Second to motion: John Cates

/dsg