



**UAH Environmental Health & Safety Committee
Meeting Minutes –Spring 2021
January 22, 2021, 10:30 – 11:30 am
ZOOM**

I. Meeting called order by Kristy Olive at 10:32am

x	Chris Taylor, College of Arts, Humanities, and Social Sciences	x	Marsha Adams, College of Nursing
	Wafa Oman, College of Business	x	Robert Lindquist, Office of Research (Chairperson)
x	Brandie Roberts, Compliance/Title IX	x	Robert Griffin, College of Science
	Beth Quick, College of Education		Ronnie Hebert, Student Affairs
x	Shankar Mahalingam, College of Engineering		Jordan Flynn, Office of Council
x	Kristy Olive, Office of Environmental Health and Safety	x	Kristi Dendy
x	Greg Smith, Facilities and Operations	x	Christa Creger

II. Minutes from the Fall 2020 Meeting were approved.

- III. Kristy notified the committee of the findings from the Internal Audit Results. The Office of Environmental and Safety was audited for the year 2020 during the months of October through December. Even though several of the labs were closed due to the COVID-19 Pandemic, the audit produced some of the following results:
- a. Evaluate the current process for following up on laboratory safety deficiencies and implement additional measures to facilitate the correct of the overdue deficiencies
 - b. Review for availability of laboratory specific Chemical Hygiene Plans during the annual inspections to ensure laboratories develop and implement these plans in accordance with University Chemical Hygiene Policy.
 - c. Implement procedures to track laboratories' compliance with the University's requirement of annual laboratory safety training for Graduate Research Assistants, Graduate Teaching Assistants, and other categories for student employees who work in laboratories.
 - d. Collaborate with the Office of Risk Management and Insurance and update the Business Continuity Plan.
 - e. Update the polices in accordance with the University Policy on Policies requirement for periodic reviews.

- f. Consider implementing identified best practices related to safety posters and stickers, equipment decontamination, and laboratory- oriented fact sheets on Toxic Substances Control Act as part of the current policies, procedures, and/or resources to improve current operations.
- g. Develop procedures to inform the campus community the guidelines for accepting donated chemicals.

IV. Management Action Plan

- a. Tiered Monthly Follow-up System was implemented on January 5, 2021
- b. Request Lab Specific Chemical Hygiene Plan updated from Lab owners
- c. Determine department lab training contact by March 30, 2021
- d. Create policy update plan by February 1, 2021, this is for President's Page
- e. Donations in Kind Policy, forms must be completed when donations are received. Dr. Lindquist suggested these donations be approved by VPR, Provost, and/or Dean.

V. EHS Inspection items

- a. The new monthly report will be sent by the fifth of each month; most recent was sent on January 5.
- b. OEHS will be adding department heads to labs in Chematix by the end of February so each Department Head can look at department inspections.
- c. Kristy went over open lab safety items.
- d. Monthly emails are sent to Provost, VPR, and Deans with lab reports that contain items that have been open for more than 60 days.

VI. Old Business

- a. Changes to Disinfection Supplies as requested by committee. OEHS is now using a new disinfectant wipe that is mildew resistant and has a better kill time against Covid. These do however dry out faster than the previous wipes. Each Sanitizing station now has a number on them; if you see one that is empty, please call Kristy Olive with said number so it can be refilled in a timely manner.
- b. Draft Lab Safety Manual with Committee Comments were sent to the Committee for approval. The new deadline to send comments, changes, and/or edits is March 1, 2021. Please send to Kristy Olive.
- c. Additional Signage Request Response, there is a form that needs to be filled out if additional signage is needed. **Kristy will follow up with Christian Reed to get the status of the additional signage requests in the Engineering Building.**
- d. Litter Pickup Day/T-shirt contest to coincide with Earth Day – Wednesday April 22, **Kristy will speak with Claire Jackson, Illene Gallloway, for ideas and collaboration as well as send information to Shankar Mahalingam, Chris Taylor, and Rob Griffin to share with students.**

VII. New Business

- a. List of Policies Proposed for Removal due to redundancy or lack of campus-wide application, **Kristy will work with Brandie Roberts on what needs to remain a policy, verses guidelines and/or procedure.** Deadline for this is the end of the year.
- b. Open Floor, no new items were brought up.

VIII. Meeting adjourned at 11:17am