



**UAH Environmental Health & Safety Committee
AGENDA –Spring 2019
SSB 114, UAH Campus**

I. Call to Order

II. Roll Call

XXX	Chris Taylor, College of Arts, Humanities, and Social Sciences	
	Ivey MacKenzie, College of Business	
XXX	Laterrica Simmons, Compliance/Title IX	
	Shannon Mathis, College of Education	
XXX	Mike Anderson, College of Engineering	
XXX	Kristy Olive, Office of Environmental Health and Safety	
XXX	Greg Smith, Facilities and Operations	
	Haley Hoy, College of Nursing	
XXX	Robert Lindquist, Office of Research (Chairperson)	
XXX	Emanuel Waddell, College of Science	
XXX	Scott Royce, Student Affairs	
XXX	Elizabeth Hamrick, Office of Council	

III. Approval of Minutes
Motion to approve: Emanuel Waddell
Second to motion: Michael Anderson

IV. Unfinished Business

a. Biosafety Officer
The UAH web site has guidelines for the biosafety committee and officer. This is a requirement for National Institutes of Health projects as well as other organizations. The Biosafety Officer would have some form of relief i.e. a graduate student assistant, reduced teaching load. The graduate student would be given a stipend for their effort. ACTION: Dr. Waddell will start the process of locating a graduate student for this position.

b. Crosswalk at the Material Science Building (Greg Smith)
A request was submitted for a crosswalk from the Material Science Building to Charger Park. The bid process has been approved by the state and UAH is in the process of soliciting bids. The goal is to have the crosswalk finished by Fall, 2019.

V. New Business

a. Fire Drill Initiative – Presentation by Kristi Dendy

- Handout (attached), presentation, and discussion regarding fire drills. This is a requirement per the insurance policy, fire marshal, and for the general safety and knowledge of everyone on campus. Debate concerning announced versus unexpected fire drills. Suggestion to announce the week that the fire drill would be held but not the exact date and time.
 - SHELTON: Specific advanced notice should be considered for camps with children as well as students in the autism spectrum. We have many non-UAH camps that use our facilities.
 - DENDY: In a real life situation, there would be no advanced warning.
 - Each building should have a building coordinator, which is usually assigned by the Dean, and floor captains. In the past these individuals requested an orange/yellow vest, a hat, etc., so those in the building knew who the coordinator and captains were.
 - OLIVE: We need an updated list of coordinators and captains.
 - LINDQUIST: There should also be someone trained on the use of an AED.
 - OLIVE/DENDY: There is training available for \$32 per person.
 - DENDY: Additional evacuation maps (32) have been placed in 7 buildings.
 - DENDY: New batteries and pads have been replaced in 93 AEDs on campus.
 - HAMRICK: UASystems offers an Active Shooter and Stop-the-Bleed training.
 - LINDQUIST: That training would fall more under the campus safety area, Chief Snellgrove.
- ACTION: Lindquist will work with Chief Snellgrove regarding these two trainings.
- OLIVE: Should the Police Chief of UAH police and/or the Risk Management Officer (Kevin Bennett) be on this EHS Committee?

b. Peroxide Former Policy Clarification (Chemistry Dept. change to process)

- Handout regarding peroxide former management was distributed.
 - LINDQUIST: If you handle and maintain the chemicals properly, Research will pay for their disposal; if you mishandle/improperly handle the chemicals, your department pays for their removal.
 - Those entering purchase requisitions must use the correct code for hazardous materials. These will be flagged and held until OEHS and/or chemistry agrees to their purchase.
 - Plan ahead for the chemical's expiration date and removal. The cost of removing expired chemicals is much greater than removing a chemical within the expiration date. OEHS can test and remove the chemicals rather than have an outside vendor come in to remove them if they are in the expiration date.
 - The PI is responsible for maintaining their own inventory of chemicals and expiration dates.
 - There is currently no inventory monitoring system in place. A computer module is available from the same vendor currently used by OEHS. Central receiving would also be involved in the monitoring process.
- Suggestions: Include the chemical inventory as part of the PIs annual review. PIs should not stock pile chemicals; order only what is needed; keep chemicals in a common area with a separate/additional area for peroxide formers; common area would be easier to maintain, manage, and inventory.

c. Emergency Map and AED Equipment Status

- DENDY: Additional evacuation maps (32) have been placed in 7 buildings.
- DENDY: New batteries and pads have been replaced in 93 AEDs on campus.

d. Radiation Safety Program – Purchasing Requirements

- Handout distributed: Update to Procedures for the Purchase of anything containing Radioactive Material
- OLIVE: If a researcher or administrative support person enters a purchase requisition without the proper code, the item is not properly reviewed and received and the correct process may not be followed. The Research Safety Officer (currently Dr. Michael Banish) should approve the requisition prior to ordering. All incoming

- radioactive items must be received through Central Receiving to verify the package is not damaged and the item received is correct. Failure to not use the correct code repeatedly will cause the person entering to lose their ability to purchase items.
- UAH has an agreement with the State regarding how much radioactive material there is on campus.
- Currently there are only 4-5 projects that require radioactive material.
- Several items are exempt but could be used in a different way than intended that would cause them to be radioactive.
- DISCUSSION: Possibility of notifying the vendor of the proper procedures. Not a good alternative since they have many purchasers and possibly a new vendor would be used that doesn't know our process.

VI. OEHS Updates

a. Inspection Findings

- OLIVE: After inspections, the biggest non-compliance was chemical inventory.
- Possibility of splitting the inspections into two different inspections. One inspection would be for paperwork, inventory lists, etc. The second inspection would be a physical inspection for chemical labeling, storage, lab cleanliness, etc.
- There are currently two students trained to help with chemical inventory.

b. Blood borne Pathogen Policy Status update

- OLIVE: The new/updated blood borne policy has been reviewed by OEHS and Office of Counsel. The policy has been submitted to the OVPRED and is ready for the final review process.

VII. Safety Concerns from Committee

- WADDELL: Concerns about classroom capacities. The classroom capacities should be observed and not be overridden from a safety point. Astra (room scheduling software) should reflect the capacity numbers.
- ROYCE: The designated usage of the room should also be adhered to.
- LINDQUIST: Moving the times of some classes may need to occur to help alleviate the issue. i.e. having classes later or earlier in the day rather than the 'preferred' times that students may want.
- The Registrar's office handles the size of the classes, which falls under the Provost's office.
- There needs to be a stop sign at one of the exits from the Business Administration Building (BAB). Chief Snellgrove is to present this to the parking committee.
- An oil spill was reported in the BAB parking lot. OEHS went and checked the lot and did not find a spill.
- There is an issue with some of the halls and stairways being blocked. A surplus order should be put in; receiving will make sure the item is in good condition before removing the item. If the item is not in good condition, facilities should remove the item. There is, perhaps, a communication issue between receiving/surplus and facilities.
- SHELTON: The door on the Northwest side of the Student Services Building by the elevator lobby stays open too long after entering with a card key. When entering during off hours, it feels unsafe. A person is able to enter the door, walk to the elevator, depress the elevator button, and wait a moment before you hear the door mechanism locking.
- WADDELL: There is also an issue with classrooms not being locked.
- Perhaps more cameras should/could be installed.
- SMITH: There was a parking lot lighting audit done some time ago; about 45 lights were out. An audit was conducted recently and only 2 lights were out. There are now quarterly night-time parking lot lighting inspections.
- LINDQUIST: Student Government Association should be notified of the parking light status. A few years ago they expressed concern over parking lot lighting.

VIII. Adjourn

Motion to adjourn: Kristy Olive

Second to motion: Bob Lindquist

Attachment A – Agenda

Attachment B – Why is it important for a fire drill?

Attachment C – Peroxide Former Management

Attachment D – Update to Procedures for the Purchase of anything containing Radioactive Material