**UAHuntsville Environmental Health & Safety Committee Meeting**

**June 17, 2014**

 **UAHuntsville Campus**

**Von Braun Research Hall; Room M-33**

**2:45 – 3:30 p.m.**

I. Call to order by Tom Koshut

II. Roll Call of members:

Compliance Officer – John Cates - present

College of Liberal Arts – Dean Glenn Dasher – absent

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

College of Science – Dean Sundar Christopher – absent

Dean of Students – Regina Hyatt – present

Associate Vice President, Research – Chairperson – Tom Koshut – present

College of Engineering – Dean Shankar Mahalingam – present

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

III. Approval of Minutes

Motion to approve: John Cates

Second to motion: Regina Hyatt

IV. Unfinished Business

1. New Employee Safety Orientation - committee vote for approval to use campus wide.

 The purpose is so that a new employee understands the safety policies and procedures within UAH and the building that they are in. Marcia Pendleton has engaged Laurel Long with Human Resources (HR). Kevin Bennett, UAH’s Emergency Management Coordinator, has also reviewed the form and approved. All recommendations have been incorporated in the document. A signature page has been added. The employee will sign the document and it will be retained in the employee’s file at HR.

 Discussion related to the wording of the document in Item #3, third sentence (It is a very basic guideline for “what to do if.”). Words such as ‘guideline,’ ‘helpful guide’ and ‘suggest’ are good words to use; don’t use ‘mandatory,’ ‘required,’ or ‘checklist.’ Also, it was suggested that a revision date be added to the footer of the document. In addition, a suggestion was made to add signature lines for those approving the document. Discussion continued regarding follow up by the supervisor to ensure that the form was signed by the employee and put on file. In addition, and most importantly, the safety training required will help prohibit accidents.

 Additional discussion occurred related to the employee probationary period and how that guideline is not always being followed. This period includes when an employee changes departments. Faculty falls under different guidelines due to contracts and tenure.

 Related to tracking the safety training, OEHS has a website that keeps track of who has taken what training. Discussion was held regarding an automated system being devised that will notify both the employee and supervisor when training is due and when it has been completed. Initially each supervisor will designate what type of training is required for each individual employee upon hiring. The list of training required will be forwarded to EHS (PDF document) and EHS can track what is needed and taken.

 The topic of background checks was brought up and tabled until the next EHS meeting.

 Regarding the Employee Safety Orientation form, Pendleton was given authorization to make the necessary changes and forward the form to Laurel Long (HR). Koshut recommended use of this form during the new employee orientation. Pendleton and Koshut will meet with Long, if she wants, to discuss HR’s tracking of training.

1. Status of the recommendation to reconvene Laboratory Safety and Radiation Safety Committees.

 EHS Committee will appoint the members and update the Charter to reflect how often the committee should meet, what number constitutes a quorum, and other guidelines. These committees are supposed to meet quarterly. Concerning lab safety, this pertains not just to research labs but also academic labs (art labs, etc.). UAH needs the support of all the Deans on this issue. Anticipate the committee members being appointed by the next EHS meeting.

1. EHS update – Pendleton – Annual fire extinguisher inspection occurred during May/June by an outside firm; that has been completed. Lab audits are going smoothly; everyone is cooperating. In some of the older buildings, there is asbestos above the ceiling tile. Between June 23-July 15, there will be asbestos abatement done by an outside contractor. Four companies showed up for the pre-bid meeting. Recently general industry training was held for electrical and confined space as well as ArcFlash training. Hazardous Waste Operations and Emergency Response (Hazwoper)training occurred in May.

VI. New Business –

1. Chemical Procurement Policy for Review. Discussion related to the addition of a section on transfer of chemicals needs to be added. This would include lasers, select agents, explosives, and other items used on campus. Pendleton will draft a Regulated Materials Procurement Policy for review. Requested input to include all materials used on campus. Start with the chemical items. This should help with any problems with items characterized as gifts. Include in the document responsibilities, examples of regulated materials, suggested training, receiving and disposal, and transportation of hazardous materials. Pendleton will draft document; Griffith will distribute to the Committee for their review and feedback.

VII. Safety Timeout – Continued concern about people crossing Sparkman Drive. Brief discussion about meningitis and how we, as a campus, would respond. Hyatt has discussed with Kevin Bennett and is working on a tabletop presentation. Also discussed was the issue of people not getting the meningitis vaccine for religious or medical exemptions. There is a very small number who do not comply.

VIII. Adjourn

Motion to adjourn: Regina Hyatt

Second to motion: Shankar Mahalingam

/dsg

NOTES FOR NEXT MEETING –

OEHS guidance or pregnant students in labs

Student Lab Safety Agreement / contract