**UAHuntsville Environmental Health & Safety Committee Meeting**

**February 24, 2014**

**UAHuntsville Campus**

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

**9:00 – 10:10 a.m.**

I. Call to order by Tom Koshut

* call to order

II. Roll Call of members:

Compliance Officer – John Cates - present

College of Liberal Arts – Dean Glenn Dasher - present

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

College of Science – Dean John (Jack) Fix – present

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: Regina Hyatt

Second to motion: Jack Fix

IV. Unfinished Business

* Brief discussion on committee membership: Committee members are dictated by position they hold; membership is approved by the Provost.
* Lab coat discussion: Jack Fix: fire retardant lab coats are required in all introductory chemistry labs. The coats are available in the stock room. Other areas, such as College of Engineering, can purchase lab coats for approximately $40 from the stock room. The lab coat discussion is closed.
* Steps to further grow a positive safety culture
  + Discussion regarding other safety committees on campus: Laboratory Safety Committee and Radiation Safety Committee.
    - Neither of these committees is currently meeting as often as they should.
    - Discussion regarding recommendation to the president’s office (informally through the Provost’s office) to repopulate the committees.
    - Some grants require safety committees; peer review is a good way to learn and see what others are doing as a best practice.
    - Post committees’ information on an appropriate web site; membership personnel changes, etc. The Office of Environmental Health and Safety is the appropriate web site to list this information on.

VI. New Business –

* A Biohazard committee is required by some NIH research we have on campus; this was determined by project registration. There currently is more than one person doing NIH work on campus. There is an online form to complete for project registration. To ensure that this form has been completed, OSP will ask Contracts & Grants to hold setting up a funding account unless the project registration form has been completed.
* Discussion about hydrazine being purchased for use on campus. OEHS has to know where the chemicals are being used for compliance reporting to ADEM, EPA, DHS, DHHS, DEA, etc. Put process in place so that approximately three months after project registration, a check is done to see what chemicals need to be ordered. It’s possible that the type of chemical required is not known at the outset when the project is registered.  
   The Chemistry department has a good process; suggestion was made that others use the same process. Currently there is no policy for ordering chemicals. There should be a policy coming from the committee. Rani Jacobs, Chemical Hygiene Officer, will draft a policy after checking with other universities. Once reviewed and approved, the policy will be distributed to all departments on campus. Issues to be addressed: how regulated chemicals are purchased, how inventory is maintained, etc.   
   There is a regulated chemical list compiled by the OEHS that includes hazardous materials listed by EPA, OSHA, DEA, Homeland Security, NIH, NRC, Alabama Dept. of Public Health, and others. The chemical’s SDS will provide information about the hazards.   
   It is recommended that the SDS be reviewed prior to ordering in case there is special personal protective equipment or handling instructions required when the item is received.   
   Ideally it should be an automated process where you enter the chemical name and the system automatically flags it. OEHS approves orders, receives, and delivers chemicals at other universities. This includes paint, paint thinner (things used in the College of Liberal Arts).   
   This item is tabled until the next meeting. Rani Jacobs will draft a policy based on what other universities best practices are.
* Lab Audit Results. Document was distributed to committee members. The first 12 pages list the items that are reviewed in each laboratory. The review of unsatisfactory items begins on page 12. The building and room numbers are listed at the top of each page starting with page 12. Not all items listed were found in all the rooms listed. Both NASA and UAH have findings. The purpose of the lab audits are prevention. Anyone (faculty) can request their area be audited.  
  ***Action item***: Ask faculty to engage the OEHS Chemical Hygiene Officer, Rani Jacob, in all lab audits.
* Brief discussion about signage on building and lab/office doors indicating the hours that they are open. Comment that these hours change and signage may be difficult.
* Question was asked: where do most of the accidents occur? Answer: facilities; they do more physical work. Possibly it would be useful information to know how many lab injuries occurred on campus and where they occurred i.e. teaching lab, chemistry, etc. This information could be included in the audit report. All accident reports go to the Office of Council and they are distributed to Marcia Pendleton (OEHS). When a student is involved the reports go to Marcia Pendleton and Regina Hyatt (Dean of Students).
* New Employee Safety Orientation document: new employees need to know the protocol of what to do in an emergency, i.e. evacuation, tornado shelter, fire, accident reporting, etc. Each department should complete the form; it should be building specific. The employee should be required to sign the document. This is for all employees; lab safety is/should be a separate form.  
  ***Action Item***: Review the document for the next meeting. Discussion concerning who should administer the document: HR or the department. Suggestion that HR gives the form to the employee and discusses the general information. The department/area is responsible for reviewing department-specific and building-specific information. When faculty is hired, this is done through the college. The Dean should let HR know what type of training is required. Laurel Long is in agreement to integrate this form into the new employee packet but the frontline supervisor should review with the employee. HR should handle this since new hires are handled differently in each college and department. The new employee and their supervisor (Associate VP, Center Director, Dean, immediate supervisor) should both sign the document and return to HR
* There will be a lab safety checklist on the OHES web site in a few months.

VII. Safety Timeout – no concerns or issues

VIII. Adjourn

Motion to adjourn: Mike Finnegan

Second to motion: Glenn Dasher