CHMS Safety Committee Meeting  
May 15, 2015  
3001 Ghausi – 10:00 am

Attendees: Bill Doering, Spyros Tseregounis, Adam Moule, Sangtae Kim, Fred Hayes  
Absent: Bruce Gates, Pieter Stroeve, Ian Jacobs, Andrew Lange

AGENDA:
1. Review last meeting minutes  
   a. Open Actions  
      i. CHMS Lab inspections / Similar findings to OSHA inspections in Chemistry  
         1. LABELING!  
         2. Accessibility / Updating of Safety Records  
         3. General cleanliness (clutter)
   b. Any further follow-up actions(s)?
2. Review any reported Injuries/Illnesses, Hazards or Near Misses  
   ➢ None noted
3. Safety items/issues  
   a. Hazardous Materials Removal Program (HMRP) scheduled  
      i. June 15-30: 2-3 specific days for CHMS  
   b. New Campus-wide Chemical Hygiene Plan  
      i. Must replace current ‘lab-specific plans’ – changes should be made ASAP  
      ii. ‘Lab-specific’ information can be retained, but must be renamed to Lab Safety Plan (and SOPs, etc. must be retained as supplements to CHP). There is also a campus-provided Laboratory Safety Plan template that retains the key elements – general recommendation is to move to this as a supplement when time permits.
      iii. Campus plan is designed to be more functional as an electronic document (active links, etc.), but needs to be ‘accessible’ to everybody in the lab  
   c. Chemical Inventory System (CIS)  
      i. Not being utilized to fullest extent – additional fields from information that was populated using pre-existing electronic system. These fields can provide useful information (and minimize incorrectly flagged concerns).
   d. Safety Management Policy updated (290-15)  
      i. Specifically references providing appropriate resources, Emergency Action Plan, Hazard Communication plan and chemical inventory responsibilities; adds additional information about Department Safety Coordinator roles and responsibilities; provides additional program elements and correct PPM and supporting document references; updates references; minor editorial changes.
4. Other Items?
• Much discussion about improving implementation of SOPs in labs, and especially in Central Facilities
  o Multi-user facilities need guides for safety of personnel and equipment, especially important since there are so many users accessing and minimal oversight after initial training
  o Should be SHORT and meaningful. Not user guides, but cover primary safety and operation

• As a department, we should try to emphasize near-miss reporting as a way to prevent recurrence of common incidents/hazards
  o Difficulty is how to encourage reporting, which is neglected due to embarrassment, fear of reprisal, lack of time, etc.

5. Review new Action Items for next meeting