PRESENT: Tamela Brown, Dave Drake, Jim Hacker, Roger Hamilton, Deana Hudgins, Tony Karcher, Mike Kauffman, Janet McCormick, Mike Reding, Mark Schleppi, Jeff Strouse, Chip Styer, Seth Walker, Lee Wilson

The meeting was called to order by Mike Kauffman, Chair.

POINTS OF DISCUSSION

1. Discussion of the minutes from May 21, 2014. Jim Hacker moved to approve the minutes and Janet McCormick seconded.

2. Old Business
   a. Hazardous waste pickup update: Seth asked if the current format of having hazardous waste pickup the last Wednesday of each month and a once a month battery recycling were going well. The committee all seemed to feel that the new process was working very well and needed no adjustment. Seth suggested that if the battery disposal drop offs continue to decrease as they have been recently, he will consider backing off the battery disposal to every other month. When asked how late can one submit a hazardous waste request and expect pick up in the next pickup. His answer was that you could submit up to the day before. This is due to Clean Harbors crew receiving submissions electronically.
   b. Pesticide Storage Building: An initial pickup of unwanted pesticides was conducted at that pesticide storage building recently. This pickup is available for other units until the total amount of unwanted pesticides has been exhausted from this building. The laboratory, eyewash and fume hood are set to be updated. This will include dividing cabinets in the laboratory among departments while also securing the cabinets for only departmental access. Finally, online inventories as well as MSDS/GHS’s need to be brought up to compliance for the entire building and for all departments.
   c. Safety Training and Onboarding Policies: This ongoing process is now pointing at the need for a campus wide audit for safety training. This will take awhile, maybe beyond the calendar year, but it will start with Facilities Services and adjoining shops. There has been a job hazard analysis done in Columbus for their Facilities Services and shops which they will share with Seth and Tami. This analysis will be used in our campus audit starting with Facilities. The question arose, should Human Resources make sure all new employees complete all training including safety before they begin work? Seth feels that this could be down the road but for the foreseeable; training will still reside with the PI. Yet, another goal is to get coordination and support for the training from each department’s administration, for a more timely completion of appropriate training.
   d. Occupational Health Program: Tami said she feels that people are confused about who handles what with this program. Who handles what are not consistent as evidenced by the fit testing program among other examples. When asked many individuals do not check that they wear a respirator, yet want to be fit tested. You can’t be tested unless you fill out the form checking the box. Additionally, individuals also do not check what type of respirator, which yields different types of fit tests resulting in confusion. The Clearance of Duty form is also not consistent with some individuals needing to be renewed yearly and some are good indefinitely.
Linda Wellington, a nurse with Employee Health and who coordinates OSU Occupational Health records, still would like to meet with the committee to see where the confusion lies with coordination between Columbus's Occupational Health, Employee Health, and MedPro. However, it was decided we would do more investigation within our departments to see if the problem is data-based. If it is only data-based, then a visit would be unnecessary. If it is more than data-based, the committee would be happy to meet with her.

3. New Business
   a. Updates: Safety, Police and Fire:
      - Recent CPR classes were very well attended. Since quite a few individuals were turned away due to lack of space, CPR classes will be offered again in August.
      - Fire alarm testing conducted campus-wide has been going well and is almost completed for this year. Dave Drake is hopeful that we will have greater notice next year than we did for this year's testing.
      - Mike Priest of the OSU Police Department retired on June 30th after 27 years of service. He will move on to working with the Wayne County Sheriff's Office and continue working with the City of Wooster Fire Department. Good luck Mike!
      - Within two weeks Tami will be driving a new, but used, Pontiac mini-van replacing her older white car. Now she will be able to haul equipment and supplies much more easily. Thank you for the donation, Columbus EHS.
      - It was noted that here in Wooster tornado sirens sound only at the beginning of a warning, but not again during the warning, unless a tornado is spotted. Thus, be cautious in going outside before knowing that the warning has ended.
      - Special ALICE training sessions are still available for all departments.
   b. Surprise Inspections: Dorian Richards will be on campus much more frequently and thus will be conducting surprise inspections of laboratories. Additionally, his inspections are now happening in areas outside of just laboratories. Most recently, the Field Office of the Grounds Maintenance group. Finally, ATI is now formally in each year's rotation of inspections. This will include both laboratories as well as shops and storage areas.

4. Motion to adjourn the meeting was made by Chip Styer and seconded by Janet McCormick.

The next meeting will be September 17, 2014 at 8:30 A.M., in the Fisher Auditorium Conference Room.

Respectfully submitted,
Lee Wilson, Substitute Secretary