PRESENT: Clay Dygert, Jim Hacker, Greg Ferrell, Jennifer Moyseenko, Mark Schleppi, Jeff Strouse, Seth Walker, Dorian Richards, Roger Hamilton, Chip Styer, Martha Bollinger, Mike Klingman, Kristen Willie, Karen Myers, Peggy Lewis, Tami Brown, Dave Drake.

The meeting was called to order by Dave Drake.

POINTS OF DISCUSSION

1. Introduction of Martha Bollinger to the committee.
2. Approval of the minutes from April 20th, 2011. Motion to approve the minutes with corrections by Mark Schleppi, seconded by Chip Styer.
3. Old Business
   a. Laboratory Inspections SOP’s – Tami stated she has written general SOP’s for various hazard classes that will be posted on the Wooster EHS site. Dorian said the Columbus EHS office is in the process of modifying existing SOP’s as well as creating new ones – this is being handled by Carrie Schrader. These will replace the ones currently provided by the BioSciences website.
   b. EHS ASSIST Updates - Seth stated he is receiving batch lists of what labs are updated, but still not all labs have. He said contact him first with regards to any issues (Walker.439@osu.edu). The point was raised if we could go to using generalized MSDS’s. Dorian stated by OHSA regulation you must use the MSDS provided by primary vendor. These are available on the ChemWatch link on the EHS ASSIST website. He said you can print labels and obtain other useful information from the ChemWatch link.
   c. Respirator fit testing – Tami stated she has the equipment here and she has several sessions available for personnel. She is letting people know via e-mail of open time slots. There are 7 sessions this month alone. She said even thought 70 people are in the program, only about 20 show up each year. It was stated it is a legal requirement to comply or the individual will be dropped from the program. Tami called Occ. Health to get a master list of who has been cleared. Seth and Tami will go over the list to determine who actually needs to fit tested. Martha asked are the supervisors being notified of who has complied. Seth would like automated updates sent to supervisors. Mike stated late summer through winter would work better for field crews for testing – late spring is too busy. Seth said send suggestions or ideas to him or Tami via e-mail for best ways to update.
   d. Freezer door in Entomology – Signs are currently posted informing personnel of the potential danger of a lock-in. Jeff Imhoff has a replacement door for the freezer. Jim stated he will coordinate with Dan Herms about explaining the situation to the Entomology personnel via e-mail and scheduling repair work. Jim also is getting a price quote for a freezer truck. Martha suggested we coordinate with Facility Services since multiple repairs will need to be accomplished. Chip said he will discuss the situation with Bill Ravlin about providing funding for a truck rental if needed. Dave Drake, Jim Hacker, and Jeff Imhoff assessed the door on 5/18/2011 and determined it would be quite difficult to lock yourself inside; however temporary measures such as having someone outside just in case will be implemented.
   e. Safety Signage - Dave passed around a copy of safety signage available through the EHS website. Dorian said they will make and laminate them and send them directly to you free of charge. Contact EHS directly if you need custom signage.
f. Other old business - nothing.

4. New Business
   a. Safety, Police, Fire – Tami said there is nothing currently scheduled. The point was brought up to schedule an in-class lab safety training session as well as PPE training on the Wooster campus. Dorian said Gary can set up special training classes – Seth said we need to know if safety training is needed for things not covered.
   Dorian said he will begin Hazardous Communication inspections at several laboratories up here starting in June that don’t quite meet the standards for wet lab inspections. Machine shops, mechanical shops, and research labs will be added and inspected every 2-3 years. He said the labs will be contacted ahead of time and sent a checklist.
   May 23rd there will be a high voltage safety demonstration in Fisher auditorium that is open to anyone. Three times are scheduled – 3-4 pm, 4-5 pm, and 6-7 pm.
   b. New business from committee members – Jenny raised a point that someone raised concerns the new panels installed in the Gourley greenhouse are more flammable than the old panels. Seth said he will look into it and get a better answer. He will check with greenhouse companies and our architects about specifications of the material.
   Seth stated he will begin updating risk assessments for buildings and facilities across campus – he needs to know what is in each building. This work will be conducted over several months. He will be asking committee members for help.
   Mike asked Seth where is would be located – he said in the police station for now.

Motion to adjourn the meeting was made by Chip Styer, seconded by Karen Myers, motion carried.

The next meeting will be June 15th, 2011 at 8:30 A.M. in the Fisher Conference room.

Respectfully submitted,
Jim Hacker, Secretary