PRESENT: Ryan Brooks, Dave Drake, Jim Hacker, Roger Hamilton, Leona Horst, Deana Hudgins, Mike Kauffman, Mike Klingman, Jenny Moyseenko, Mark Schleppi, 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 July 16, 2014. Chip Styer moved to approve the minutes and Deana Hudgins seconded.

2. Old Business
   a. Hazardous waste pickup update: Seth has told Clean Harbors not to take hazardous waste if no one is in the lab when they arrive for pickup. Jim Hacker has emailed to ask whether it is possible for a lab to arrange for a standing pickup request (i.e. every month) – Seth suggested he should follow that up. Mike recommended that Safety reps send reminders to their departments prior to the last Wednesday of the month to submit their request for pickup. Mark said pickup from ATI has been ok. Next Hazardous Waste pickup is scheduled for October 1.
   b. Pesticide Storage Building - Some items still need to be picked up, specifically from Grounds and HCS. Leona asked for an update on the pickup procedure. Seth was at the last pickup to supervise. If a pickup is needed, send a request to him after items are labeled.

After all items have been picked up, the next steps in the process will be:
   • Inventories must be updated (by cage, not by department and be consistent with cage contents.
   • Current MSDS/SDS must be present for cage contents. Empty binders are available at the site.
   • Seth will determine whether lab groups are actively using the prep area, or are they interested in using it? Locked cabinets will be available for each department.
   • Seth/EHS will certify hoods and eyewash, clean up the prep area and get locks for cabinets.

   c. Safety Training and Onboarding Policies: - Seth reported that progress is being made on a new system. Facilities Services is the test platform for the new process, with support from HR. A Job Hazard analysis was done based on one conducted for HVAC in Columbus – Tami is examining the results to see what trainings overlap and can be used in Wooster, and where there are gaps. The Director’s Office and HR support training that occurs before an employee starts work – a plan is in place to require this and facilitate the new process. Only a general Job Hazard analysis has been done for laboratories – a more thorough one will be done after the process is completed for Facilities Services.

Lee asked whether USDA labs will be required to complete both OSU training and their required USDA training. Seth said that OSU EHS will need to confirm with Tina Bognac that trainings are comparable – it has not yet been discussed with Dorian.
Mark thanked Seth for his long overdue efforts and asked whether animal handling training would be included, or whether training could be substituted. Mike offered to contact other researchers for their input. Chip asked how training would be tracked, and Seth replied that a university wide tracking would not be likely. It may be that a basic tracking method would be developed and used for Wooster campus.

3. New Business
   a. Updates: Safety, Police and Fire: -  
      - Dave said that CPR was conducted at South Centers. There will be another CPR class held in the month of October. The upcoming Staff Council Newsletter will include info on AEDs and their locations. Fire alarms were tested, but afterwards the Hayden Hall alarms stopped functioning and will be replaced.
      - Seth reported that the Police Department is advertising for a part time officer after one officer resigned his job abruptly. Currently, the Department is working on hiring new staff, but is shorthanded, especially on Sunday during the day. Local law enforcement has been alerted of the situation. An item in the Staff Council newsletter will report that EHS and Police Department have merged and will explain the situation. There will be a Police Department Open House at the end of October to showcase how the department impacts and serves campus. The Polaris Ranger vehicle was purchased on a Director’s Grant, outfitted by the Department at a savings, and is being used to save gas, wear and tear on cruisers, and have field access. The Biosecurity Conference was cancelled but will eventually be rescheduled.
   
   b. Traffic and parking issues: Leona brought up parking issues, specifically that parking on both sides of the road and behind Selby Hall is blocking access to the loading dock. A traffic and parking master plan was submitted by the Police to be considered with the new paving plans. Seth said that parking will be reduced in some instances but has told the Director’s Office that new parking restrictions will be enforced. Paving has been delayed twice, and probably will not be started this fall.
   
   c. Is new No Tobacco policy being observed? Seth has mentioned policy to a few ATI students, but has not noticed other problems. Ryan mentioned that he gives ATI a C+ for compliance.
   
   d. Officers elected for 2014-2010: Jim Hacker was nominated for chairman – he accepted. Jenny volunteered to serve another term as secretary. Chip moved to accept the slate of officers, Lee seconded, and it was carried unanimously.
   
   e. No Live and Learn reported.
   
   f. Jim mentioned that the EHS website needs updating. Jenny will send the member list and pdfs of minutes of past meetings to Jim and Dave. Roger suggested that the current Accident Report form be included on the website. Seth said he had not done much maintaining of the website and asked the committee to make it a point of discussion.

4. Motion to adjourn the meeting was made by Chip Styer and seconded by Mark Schleppi.

The next meeting will be November 19, 2014 at 8:30 A.M., in the Fisher Auditorium Conference Room.

Respectfully submitted,
Jennifer Moyseenko, Secretary