

San Jose State University
College of Science Safety Committee

Meeting MINUTES
Thursday April 11 2019 at 2:00 P.M.
Science Bldg. Rm 127 - Dean's Office

CALL TO ORDER 2:04

Members present: David Brook, Tom Austin, Emmanuel Gabet, Jocelyn Douglas, Laura Conrad -Miller, Victor Maraschin, Stan Vaughn, Randy Kirchner, Craig Clements, Liam Stanton, Jeff Honda

Members absent: John Hawk, Ranko Heindl, Alexi Ball-Jones

March 14, 2018 minutes were approved unanimously (two abstentions)

OLD BUSINESS

Status of Action Items from 3/14/19.

JD to send out safety checklist for fieldwork.

Canvas training options for other departments (in addition to Chemistry) can be set up via CSU Learn. Specific training for individual departments is being developed and moving towards expanding it.

Incident reporting; Jeff Honda has created a flow chart for responding to incidents/accidents which is posted on College of Science Safety website. (Still some ambiguity with "call 911 or UPD"). Info and links with further information and forms are also posted. Worker's Comp has separate forms and requirements. Research Foundation also has its own forms. ALL are posted on the CoS safety website. Safety Committee members need to go back to departments and inform colleagues. Students and Visitors are to submit forms to Risk Management, staff submit forms to University Personnel. Website is currently up to date.

New RSS inspection and inventory processes for CoS not yet launched. We will still use the system created by the Safety Committee until RSS is launched. Audits will take place this semester, Mei to let Chemistry know when audit is scheduled. Confirmation that inspections are done 1/semester

The revision of Charter to reflect Chemical Hygiene Officer as a member has been done. The committee reviewed the Charter and with two small editorial changes was approved unanimously. JD will forward the approved version to the Dean for signature and then JH will post on CoS safety website.

MLML new Xray unit registration has been submitted to the Radiological Health Board. RSO indicates that Use Permit application is required for Xray use. Special users permit for classes is also available.

Training on Evacu-Trac chairs: Need guidance from EHS and UPD. [AI - review how to handle evacuations](#), for now no one should be using these except UPD/emergence responders

NEW BUSINESS

End of Semester goals; [AI - JD to send out fieldwork safety plan outline](#).

Update on lab inspections and corrections since CSU Audit - M. Nymeyer will fill us in next meeting, but JH says CoS did well overall.

SV noted that deliveries taking place on NW side will block construction vehicles. He will work with leadership to prohibit vehicles north of loading dock. Including FDO carts/vehicles, Spartan Eats delivery trucks.

ADJOURNMENT - 2:56

Next meeting: Thursday May 9, 2019 (Jocelyn will be out of town)