

San Jose State University College of Science Safety Committee

Meeting MINUTES
Thursday September 12, 2019 at 2:00 P.M.
Science Bldg. Rm 127 - Dean's Office

I. CALL TO ORDER 2:05

Members present: Jocelyn Douglas, Randy Kirchner, Craig Clements, Miri VanHoven, Alexi Ball-Jones, Jon Pearce, David Brook, Ryan Portner.

Members absent: Bree Grillo-Hill, Victor Maraschin, Stan Vaughn, Liam Stanton

May 9, 2019 minutes were not taken.

II. OLD BUSINESS

- A. [AI - JD](#) Arrange for revised Charter to be posted on CoS Safety Committee website.
- B. Canvas training: Bree Grillo-Hill has been looking for alternate online training modules. SJSU has access to JOVE training videos, but they may not be up to grade for our needs wrt completeness or correctness in content. We need to identify appropriate level and modality for each department and to ensure documentation. [AI - tbd](#)

2:26: David Brook enters meeting

- C. [AI - JD](#) to send out safety checklist for fieldwork. Other Departments can/should adapt as necessary for their particular needs. Do we want to create a more generic version for everyone?

D. This was on the May Agenda, *but not discussed at the September meeting*. Training on Evacu-Trac chairs: Need guidance from EHS and UPD. [AI - JD - consult EHS, UPD how to handle evacuations](#), for now no one should be using these except UPD/emergency responders

III. NEW BUSINESS

- A. The University EHS Department received a letter from CalOSHA dated August 27 stating various laboratory and workplace hazards were anonymously reported. It did not indicate the lab or building where the hazards were located. The Committee discussed probable location and timeframe of the violations. With little detail provided, the EHS team will investigate the conditions stated and respond appropriately to the request. The Committee decided that the CoS and/or EHS should send out a reminder to each department listing campus resources to access when anyone has concerns or observes safety hazards. [AI - JD, ABJ](#).

2:45 Ryan Portner enters meeting

- B. The Committee discussed meeting times for upcoming fall calendar. Moving the start time of the meeting to 2:30pm gives a majority of members time to attend.

IV. ADJOURNMENT - 2:56

Next meeting: Thursday October 10, 2019, [2:30pm **Note different time](#)

[AI](#) - Action Item