

**Meeting Minutes**  
**College of Science Safety Committee**  
**November 2, 2017 2-3 PM**  
**SCI 127**

ATTENDEES: William Murray (Biological Sciences), David Brook (Chemistry), Sami Khuri (Computer Sciences), Emmanuel Gabet (Geology), Plamen Koev (Mathematics and Statistics), Sen Chiao (Meteorology and Climate Sciences), Jocelyn Douglas (Moss Landing Marine Laboratories), Ranko Heindl (Physics and Astronomy), Laura Miller Conrad (CoS Biosafety Officer), Victor Maraschin (RSO), John Hawk (CoS Safety Coordinator), Pat Walls (Dean's Office), Stan Vaughn (CoS Facility Manager), Marc d'Alarcao (Dean's Office), Michael Kaufman (Dean)

Call to Order: 2:02pm

**I. CHARGE BY DEAN**

Safety Committee has been reorganized with members nominated by Departments and appointed by Dean. Goal is to bring a culture of Safety to the CoS. The Dean informed the committee of an audit of 4 campuses arising from a Union complaint. We are being proactive to head off any further audit.

**II. SELECTION OF CHAIR** - Jocelyn Douglas was nominated and approved unanimously.

**III. REVIEW OF CHARTER** - EHS officer of SJSU is retiring. CoS has numerous safety considerations more so than other departments because we use chemicals, lasers and radioactive isotopes. The Dean has approved the current version of the Charter. Meetings are required quarterly but may need to be more often.

**IV. SUMMARY OF GOALS** for (this) semester (with probable carryover to next semester).

A. Develop *incident* (not accident) report forms (on-line) as we want to require reports in the case of accidents, but also enable reports to be submitted if an unsafe situation is seen, even if no accident occurs. Pat has drafted a template on Google forms for committee review. Need to decide content. Define "incident". Anonymous reporting should be possible. Define a reporting tree that indicates who receives each report; include department supervisor (PI) if appropriate. Where should links to the report reside? At the beginning of the form it needs to state: "If this is an emergency...do this/call this # "

B. Develop lab inspection forms (on-line). Need to capture all types of hazards that may be found within a department. Pat has prepared inspection form templates. Committee should review and recommend changes, frequency of inspections, and timeframe for correction of deficiencies identified.

C. Review fire marshal inspection report - Still need to complete remaining corrections before second inspection (1-2 months).

D. Because of interdisciplinary research, we need to establish College protocols for appropriate safety training for students in *any* department, i.e. not just department-specific training. What

level and what type of safety training is required and how often? New faculty should get information on what safety training/protocols are necessary and whom to contact for what.

E. CoS website will have links to information sources online. Committee should recommend which content to include.

V. **COMMITTEE LOGISTICS:**

- A. Develop procedure for preparing and posting meeting minutes, rotate person who takes minutes.
- B. Decide mechanism for achieving goals (frequency of meeting, subcommittees, etc.)
- C. Meeting frequency: monthly but limit to one hour.

VI. **CURRENT GOALS**

- A. Review and comment on documents that Pat has created. (Google Docs)
- B. Next meeting: forms and outstanding items from Fire Marshal issues.
- C. Housekeeping awareness in general (see IV. B)

VII. **ADJOURNMENT:** 3:00 p.m.

Kim Boudreaux will organize next meeting.

Respectfully Submitted,

Jocelyn Douglas