

LABORATORY SAFETY COMMITTEE

October 18, 2010

TO: All Laboratory Personnel

FROM: John Park, Laboratory Safety Committee

SUBJECT: October 11, 2010 Safety Committee Meeting Minutes

Participants: Anne Chandler, Joe, Jurgevich, Heather Morgan, Max Overman, John Park, James Staley

There was discussion about an accident that occurred while an employee was washing glassware in the semi-volatiles extractions area. The employee suffered a cut finger when the glassware slipped and broke. The injury only required first-aid kit supplies, but was documented and reported to Steve Kaasa. The washing procedure has been in use for a long time without incident, so no changes will be made at this time. However, it was suggested that a first-aid kit or gauze bandages could be kept in the area, and a first-aid kit has been added to the area.

Anne discussed a presentation about the Workman's Compensation program given by Steve Kaasa at the last supervisor's meeting. Steve is planning to eventually provide this presentation to everyone by email or on-line. Two major points that Anne wanted to emphasize:

- If you require medical attention for a work-related injury, inform the personnel at the medical facility (e.g., an approved urgent care center) that you are there for a Worker's Compensation case.
- Do not present your insurance card! You or someone accompanying you to the medical facility should have two copies of the *WC Authorization/Physician's Report* form to present to the facility's personnel. This form is from Corvel, the company that oversees the state's Workman's Comp program. The employee or employee's supervisor should fill out the top portion of this form.

There was a suggestion that copies of the accident forms should be given to all supervisors or put in locations for easier access. Note that copies of all of the incident/accident forms have been given to each supervisor in the laboratory. In addition, you can find information regarding accident reporting and forms in the Laboratory Chemical Hygiene Plan and on the Division website ([NCDENR - Incident Reporting](#)).

There was discussion regarding fire drills at the lab. We have not conducted a fire drill at the lab since November of 2009. It was agreed that we need to be conducting fire drills at a minimum frequency of twice a year. One option would be to conduct fire drills when the fire alarm system is being tested (which is done every three months). However, this would mean that the drills would not be random and un-announced. Anne will discuss this further with Kent so that we can have a regular system in place to conduct fire drills.

A reminder to safety committee members: checks of the safety devices for each lab unit should be conducted and documented on a monthly basis. This includes eyewashes, safety showers, fire extinguishers, and smoke detectors. For safety hoods, please check with the velometer (located in John's office) every three months.

The next safety committee meeting is scheduled for November 1, 2010 at 10:30 a.m. Minutes were prepared by Max Overman on October 18, 2010. MO