

LABORATORY SAFETY COMMITTEE

September 10, 2013

TO: All Laboratory Personnel

FROM: John Park, Laboratory Safety Committee

SUBJECT: September 9, 2013 Safety Committee Meeting Minutes

Participants: Chris Cangemi, Edith Henderson, Joe Jurgevich, Joe Mohn, Max Overman, John Park, Mark Starr

Quarterly Safety Inspection:

John and Max plan to conduct a safety inspection of the laboratory building on September 16th. Chris is also planning to participate in the inspection.

Chemical Hygiene Plan:

The Laboratory CHP has been reviewed and revised by John, Chris, and Max. Max will email a link of the draft document to the safety committee members for their review. The goal is to have all revisions completed in the next week or two, and then have final approval of the 2013 CHP by the end of September or early October.

Several forms have been updated and included in the appendix of the 2013 CHP. These include safety training forms, emergency notification form, fume hood evaluation worksheet, and emergency evacuation map.

CPR/First Aid Training:

Mark asked Chris about CPR and First Aid training classes and when those will be offered again. Chris said that he is working on that, but will first have to be certified to conduct CPR/First Aid training.

Physicals:

Chris mentioned that he has also been reviewing information regarding physicals for laboratory and division employees. Annual physicals have not been conducted for several years now, but hopefully an option for conducting baseline physicals, as well as follow-up physicals, can be set up for employees.

Safety Issue for Organics Extractions area:

Edith raised an important safety issue for the Organics Extractions area. Historically, there has been a general policy that at least two people should be in the extraction area during extractions procedures (especially when solvents are being handled). This took into account that these procedures involve flammable and hazardous solvents (in large volume), and that if an accident were to occur, the injured employee would have immediate help. But with reduced staff, this policy is now harder to follow. Chris said that he will follow up on this issue with Steve Kaasa and Kent.

Solvent Waste:

Max mentioned that the lab has always had two 55-gallon solvent waste drums on-site (solvent storage room); however, it may be time to reduce that to one drum. The current rate at which solvent waste is generated is such that one drum would be sufficient, and there would be plenty of time for having a filled drum replaced. Reducing to one drum would also reduce the amount of solvent waste on-site at any one time.

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 and drench hoses, safety showers, fire extinguishers, and smoke detectors. For fume hoods, please check each hood every three months with the velometer (located in John's office).

- The next safety committee meeting is tentatively scheduled for October 7, 2013 at 10:30 a.m.
- Minutes were prepared by Max Overman and John Park on September 9, 2013. MO/JP