

LABORATORY SAFETY COMMITTEE

May 10, 2011

TO: All Laboratory Personnel

FROM: John Park, Laboratory Safety Committee

SUBJECT: May 2, 2011 Safety Committee Meeting Minutes

Participants: Anne Chandler, Edith Henderson, Joe Jurgevich, Max Overman, John Park, James Staley, Mark Starr

Road signs / entering Reedy Creek Road: There was discussion about an issue raised at the April safety meeting regarding the street sign for the laboratory. The sign obstructs the view looking to the left as a driver is trying to turn out onto Reedy Creek Road. The entrance to the lab nearest to the National Guard armory has the sign as well as trees blocking the view of on-coming traffic. In addition, there are three sources of traffic and pedestrians to deal with: the greenway, a bike lane, and Reedy Creek Road. It was agreed that the street sign for the lab should be relocated, and possibly some low-hanging tree limbs should be cut back. Mark mentioned that the west entrance to the lab also has an obstruction – the telephone boxes, but they cannot be moved. So overall, we'll try to make improvements, but please use caution when turning out onto Reedy Creek Road from either lab entrance.

Tornado warnings: Anne raised the subject of how the lab would respond in the case of a tornado warning and whether there are any improvements that need to be made. This led to discussion about tornado warnings and what part of the lab building would be the safest as a gathering point. It was agreed that the current policy of having people gather in the hallway is probably not a good idea. So in the next CHP revision, the gathering locations will be rooms without windows (e.g., break room, certification room). And in addition to the two weather radios that we currently have in the lab (plus one in the modular building), it was agreed that a battery-powered radio that could be tuned to local radio stations could be useful. Edith asked if in the case of a warning where there is plenty of time (e.g., 30 minutes) before a tornado would be near the lab, could employees be permitted to leave and pick up children. That would probably be left to each employee's discretion, based on local news and weather service reports and warnings.

Fire Drills: Max said that a fire drill is planned for the month of May. As a reminder, when the fire alarm sounds, please proceed to the nearest building exit and congregate in the parking lot area near Reedy Creek Road. Supervisors should account for the employees for their units. We will need to record information for the drill (e.g., date, time, time for everyone to exit the building). Also, for the next CHP revision, there should be a secondary gathering point in case of rain. It was agreed that the ESS building would be a good secondary location.

Fire extinguishers: Max reported that in the Fire Safety class, Ricky Edwards (Fire Safety officer) had emphasized that fire extinguishers need to be checked monthly and that the inspection tags for an extinguisher must be initialed for each inspection. The inspection of an extinguisher should include checking the pressure gauge (if the needle is outside of the green zone, report to John or Max), checking the hose for cracks, and verifying that the safety clip for the handle is in place.

Hazardous Waste: Anne mentioned that Dana had attended a presentation by the Hazardous Waste Division. For the lab, we should review any guidelines that apply to laboratory waste to see if any changes need to be made to our current storage and disposal procedures. One major item that was noted is that any bottles containing waste should be labeled with the chemical name(s) and with "waste." There's also the possibility of having members of the hazardous waste group coming to the lab to review our procedures and recommend improvements.

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 every three months with the velometer (located in John's office).

The next safety committee meeting is scheduled for June 6, 2011 at 10:30 a.m. Minutes were prepared by Max Overman and John Park on May 10, 2011. MO/JP