

LABORATORY SAFETY COMMITTEE

August 4, 2010

TO: All Laboratory Personnel

FROM: John Park, Laboratory Safety Committee

SUBJECT: August 2, 2010 Safety Committee Meeting Minutes

Participants: Peggy Campbell, Anne Chandler, Joe Jurgevich, Max Overman, John Park, James Staley, Beth Swanson

John handed out a copy of the finalized Chemical Hygiene Plan (CHP) 2010 revision. Committee members reviewed their assigned sections to confirm that all of the suggested revisions had been incorporated. John will now send the 2010 revised CHP to Steve Kaasa for his approval.

John said that he had checked with Garland (Facilities Management) and confirmed that they do use lock-out/tag-out procedures, as mentioned in the CHP. These procedures are used to insure that Facilities Management personnel can work on electrical equipment without the circuit breaker being turned on by accident.

Regarding the modular building, a smoke detector needs to be purchased and installed. John is working with Ricky Edwards to obtain inspection tags for the two fire extinguishers. Max and Anne have taken care of putting a first aid kit in the in the modular building.

The AED outside of Kent's office has reached its expiration date, so John is going to contact Steve Kaasa to find out what needs to be replaced. We expect that the battery and/or chest pads need to be replaced. In the meantime, the indicator light is still flashing green, so the AED should still work properly if needed.

Peggy asked whether it is okay to prop open doors to the lab units when a room gets too warm. During an inspection several years ago, a fire marshal noted that doors to the lab units should remain closed, since the doors act as fire barriers. However, due to the fact that the lab rooms can sometimes get very warm, it was agreed that doors can be propped open when necessary. As much as possible, keep the doors closed, and if the fire alarm sounds, please close the lab doors if safe to do so.

James asked whether any old chemicals in the lab would be removed this year, and Max said that hopefully some old chemicals can be disposed. But due to budget constraints, the amount of chemicals removed for disposal will be limited.

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 September 13, 2010 at 10:30 a.m. Minutes were prepared by Max Overman and John Park on August 3, 2010. JP/mo