LABORATORY SAFETY COMMITTEE

July 19, 2010

TO: All Laboratory Personnel

FROM: John Park, Laboratory Safety Committee

SUBJECT: July 12, 2010 Safety Committee Meeting Minutes

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

Beth Swanson

The committee members discussed their assigned sections of the laboratory's Chemical Hygiene Plan (CHP) regarding comments and changes for the 2010 revision. John will begin incorporating the revisions into the CHP, and will have a draft copy ready for the August meeting. After committee members have a chance to do a final review of their assigned sections, the 2010 revised CHP will be sent to Steve Kaasa for his approval.

Some of the comments and suggested revisions of the laboratory's CHP are listed below:

- Section 4: the web links listed need to be updated, and part 7.1 needs to include taking a copy of the employee's Emergency Notification form to the medical facility.
- Section 4.1: Max will review this section (Accident and Injury Reporting) to verify that the information and telephone numbers are still correct.
- The new training short form that Anne created will be added to the forms appendix.
- Section 7: physicals will now only be baseline physicals for new employees. Until further notice from Steve Kaasa, there will no longer be annual physicals, so this section will be edited to reflect that change.
- Section 6.2: There is mention of employee training with regards to PEL's (Permissible Exposure Limits). Since this is not routine training, this will be removed from the CHP. May make note that training should include review of pertinent MSDS forms and SOP's (which have a section detailing hazardous chemicals used for the specific lab procedure).
- AED (Automated External Defibrillator): section 12.3.1, need to check on the age of the AED and whether it may need new batteries.
- Section 15: Acetylene is no longer in use and can be removed from the list of compressed gasses.
- Section 16.2, bullet 3: Details lock out / tag out procedures; need to verify that these procedures are followed (by lab and maintenance personnel).

- Section 18, part 10: Remove "after each use" and replace with "periodically" with regards to cleaning autoclaves.
- Section 22 (Particularly Hazardous Substances): This section has been updated to include carcinogens, reproductive toxins, and substances with high acute toxicity. A table of the chemicals in the lab that meet the criteria to be listed as a PHS has been created and will be added to the appendix.

Anne said that she plans to update the Emergency Notification Form as an Excel file (as opposed to the current version, which is a Word file). The new form will make it easier to enter information electronically.

There was discussion regarding the modular building. We need to make sure that emergency notification forms are on file for people working in the modular building. Anne is going to move a first aid kit that is in her office to the modular building, and Max will order a new kit. Max will check with Steve regarding whether there needs to be an AED in the modular building (note: Steve said that having one AED for the lab and modular buildings was acceptable; the AED is located next Kent's office).

Beth asked about possibly putting Benadryl in the first aid kits, in case of allergic reaction to insect stings. Max will check into it.

Anne mentioned that there is a set of small oxygen tanks in her office, which were left over from Ray. The tanks appear to be for emergency situations and appear to be fairly old. Anne asked is we could find out how to check the tanks to see if they would still be okay to use, or how to dispose of the tanks.

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 August 2, 2010 at 10:30 a.m. Minutes were prepared by Max Overman and John Park on July 19, 2010.

JP/mo