

LABORATORY SAFETY COMMITTEE

September 15, 2009

TO: All Laboratory Personnel
FROM: John Park, Laboratory Safety Committee
SUBJECT: September 14, 2009 Safety Committee Meeting
Participants: John Park, Ray Kelling, Max Overman, Jeanne Carter,
Peggy Campbell, Joe Jurgevich, Beth Swanson

The Division Safety Audit Sub-Committee met on September 11th, and Max discussed several items that he felt were pertinent to the lab.

- One field audit noted that vehicle maintenance for some State vehicles was not being kept up to date due to budget issues. This could be a risk factor for safe traveling, and Ray said that he would check to see if there have been any issues with the vehicles used by the lab and certification. (At the director's safety meeting on Sept. 15, 2009, vehicle maintenance and budget issues were discussed. Vehicle maintenance is to be kept up to keep vehicles in good condition and prevent safety issues from arising.)
- Steve Kaasa mentioned that flu shots will be made available to state employees. There will be several sites set up to get the flu shot, and this will be for the seasonal flu, not the H1N1 flu virus. Please see the email from Toula Capetonas (September 14th, 2009) for more information.
- Steve Kaasa mentioned that the current facility audit form may need to be edited so as to be more specific to particular locations (e.g., chemistry laboratories and the boats used by sample collectors). Max and John will work with Steve regarding any changes for the lab.

Ray trained John on the procedures for disposing solvent waste into the storage barrels in the solvent storage room. A new pair of solvent-resistant gloves was purchased to be used during transfer of solvents to the barrels.

The quarterly safety inspection for the lab was conducted by John Park and Ray Kelling on August 31, 2009. There were only two issues:

- A bracket for a fire extinguisher had come loose from the wall; this was fixed the day of the inspection.

- It was also noted that the section of the loading dock having a 2-foot drop-off does not have a chain as a barrier. Steve Kaasa said that no barrier is required for a 24" drop-off, but did recommend that a yellow line be painted along the edge to serve as a visual warning to the drop-off. The Safety Committee decided that a chain would be installed as a barrier and a yellow line would be painted along the edge of the loading dock. **The chains on the loading dock are routinely unfastened by those making deliveries or pickups and as a result sometimes the chains may be left unfastened when they leave. It is the responsibility of anyone seeing the chains unfastened to fasten them promptly and properly.**

Ray noted that a new first-aid and CPR banner had been posted on the safety bulletin board. Please take the time to note the changes that have occurred since last year and get re-familiarized with the updated CPR procedures.

It was recommended that a sign be posted on the ice-maker in the receiving room warning employees to avoid using the ice with food and drinks. The ice machine is not routinely sanitized and the ice may not be suitable for food use.

The next Safety committee meeting is scheduled for October 5, 2009 at 10:30 a.m. Minutes were prepared by Max Overman and Jeanne Carter on September 15, 2009.

MO/jmc