LABORATORY SAFETY COMMITTEE February 2, 2009

TO: All Laboratory Personnel

FROM: John Park, Chairman, Laboratory Safety Committee

SUBJECT: February 2, 2009 Safety Committee Meeting

Participants: John Park, Ray Kelling, Max Overman, Jeanne Carter,

Joe Jurgevich, Peggy Campbell, Angela Dexter

Safety check records for the year 2007 were turned in at this month's meeting. John indicated he would be creating a form for everyone in the future so each unit won't have to be concerned about collecting green tags. It was agreed that it would be much more efficient to have everything on one sheet.

A Lab Safety Audit will be conducted in February.

More magnetic latches are needed to keep the lab cabinet drawers closed. More will be purchased when budget allows.

A clean out and organization will be done under the penthouse stairwell.

The annual physical for employees is pending for this year. Steve Kaasa is in the process of setting up a new contract with Duke Occupational Health. He will notify us when it is in place.

The next safety committee meeting is scheduled for March 2, 2009 at 10:30 a.m. Minutes were prepared by Jeanne Carter on February 2, 2009.

MO/jmc