CAHNRS Safety Committee

Meeting Minutes

February 11, 2014

Present: Daniel Edge-Garza, Rick Rupp, Sheila Brooks, Mike Costa, Rich Villa, Jonathan Lomber, Bruce Davitt

Next meeting: March 11, 2014, 11:10 - 12, 409 Hulbert Hall

1. Reports
   The February meeting of the University Health & Safety Committee was cancelled, so there is no report.

   EH&S sent out a reminder that they have a short Hazardous Waste presentation that they are willing to present to any group that wishes a refresher on this topic.

   The Office of Internal Audits is apparently developing a university level protocol for lab safety and training.

2. Discussion on recommendations from the CAHNRS Safety Committee to Jim Moyer, Associate Dean of CAHNRS.
   We decided to forward the 4 recommendations discussed at the last meeting along with a fifth suggested by Jonathan Lomber.

   The committee recommends the following:

   1. We recommend there be a safety section included in the CAHNRS New Faculty Orientation where it would be made clear what the faculty responsibilities are for safety, training, and documentation in their research programs. At least some of the training could be provided by EH&S in the orientation sessions. Our hopes are that new faculty will recognize from the beginning that they are responsible for the safety requirements of their research programs and will carry that forward during the rest of their careers in CAHNRS.

   2. We recommend that resources be provided to develop and deliver online safety training for employees. This would be similar to the sexual harassment & discrimination training that we have all had. This allows the PI responsible for the safety training more flexibility in delivering the training to (and documenting the training of) the employee. It also allows the employee or student to easily follow what training is relevant to him or her. Though the level of training is up to the PI, it is strongly urged that the PI have some method of measuring competence before the employee is allowed to perform tasks for which he or she is trained. Where training is needed for a shared space, not under the direct supervision of any one PI, (autoclaves, fields, greenhouses, etc.) the department responsible for these areas should coordinate and provide the responsible PIs with record of the employee training upon its completion. The training would be most useful if developed for each department with their specific needs; however, if the training covers interdepartmental shared space (e.g. autoclaves), there should be at a minimum, a consensus between departments about the level
of training the employee will receive. The documentation needs to be brought back to the PI, and stored in the employee’s file for future reference.

3. **We recommend a safety “checkbox” should be included in the annual review of faculty and Department Chairs.** The box could be checked if the Faculty/Chair/Department has completed the annual safety assessment, and show that their employees/students have documented safety training. In the past there has not been documentation of safety compliance to this degree at the department level.

4. **We recommend that tenure track faculty members serve as chair and vice-chair the CAHNRS Safety Committee on a rotating departmental basis.** This is an opportunity for education for each department, and larger support for each departmental safety committee. The committee assumes that the vice-chair will chair meetings in the absence of the chair, and will assume the role of chair after one year. This new arrangement will probably require changes to the Safety Committee bylaws.

5. **We recommend the creation of a CAHNRS Safety Compliance Officer (SCO) position.** The SCO will work with departments and R&E Centers to help those groups with the implementation and documentation of their safety programs. The SCO would oversee the implementation of new safety recommendations. The SCO would serve as the CAHNRS representative to the University Health & Safety and the Emergency Management committees.

In addition, we did discuss, but decided not to include in our present recommendations an accountability requirement. This would describe a process that documents both safety deficiencies and follow up actions to deal with those deficiencies. We currently have rules in place (i.e. Safety Policy & Procedures Manual), but little in the way of accountability or penalty.

3. **March agenda**

The agenda is open to give Dean Moyer the opportunity to consider the committee’s recommendations, and provide additional support if requested.

Respectfully submitted,

Richard Rupp

Edited by Daniel Edge-Garza and Sheila Brooks