

## Safety Committee meeting agenda – June 2019

- 1) Approval of minutes
  - a. Were the minutes sent?
    - I. Brandon will send.
  - b. Are minutes on the intranet? In the safety folder on the shared drive?
    - I. Brandon took care of.
- 2) Injury reports
  - a. 2/5 accidents – Chloe doesn't know who, how and got no forms
- 3) Old business: reports on progress of action items
  - a. Meeting with Eric Butt on 05/20/19 about safety goals for 2019
    - i. Get ISP self-audit checklists for all areas not controlled by Agronomy where Agronomy employees work. The checklist should be reviewed by the safety committee prior to presented them to REM for review
    - ii. Perform hazard assessments and maintain hazard assessment certification documents for all spaces controlled by Agronomy as well as other spaces Agronomy employees may work.
      1. certificates of hazards for non-agronomy rooms
      2. certificates of hazards for all offices and rooms (other than labs and shops) that do not require PPE
  - A. Tell people what requires PPE
    - Acetone
    - Printers? Check your manuals (should be available online).
    - Copy machines
    - Does it count if tools are stored but not used in a room?
- 4) New business
  - a. REM inspection in Lilly:
    - i. Jason
    - ii. Most common problems: above eye level labels (7 occurrences), PPE (5 occurrences), container labels/abbreviations (3 occurrences), first-aid kit (2 occurrences)

- b. Quarterly lab safety checks
- c. Certificates of hazard for offices and other rooms (except kitchens) per hallway,  
distribution of task

5) Round table