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