

DEPARTMENT OF BIOCHEMISTRY SAFETY COMMITTEE MEETING – AUGUST 22, 2019

Committee members present: Sandy Rossie, Karyn Rodkey, Ryan Benke, Smriti Chakravorty, Joseph Lynch, Steve Broyles, Sherry Honn and Kim Muldoon

AGENDA

- 1) Ways to get grad students more informed/ involved in safety in the department. Let's open the meeting discussing ways they can help us get the message out, or help us develop a more comfortable "space" for people to gather and report pertinent safety info (webpage, blog, snapchat,). The goal is to get lab personnel to report near misses, or to have a place to ask how other labs do some procedure safely.... There are many times I have new people ask "how to I dispose of ethidium bromide gels...". Maybe we simply need an FAQ on our webpage.
 - The committee discussed with the two graduate students on the best way to get the other grad students involved in safety procedures. We discussed in depth how to get people involved in filling out the "near miss" form and it was mentioned that making the tool anonymous and maybe as a Qualtrics type form with fillable areas. It was determined that a definition of exactly what a near miss is.
 - One option that was put forth was that near misses should be brought to the P.I. and have them fill out the form. It was brought up by the grad students that this may not be a viable option because the person who had the near miss might be hesitant to report the issue because of the repercussions.
 - It was also brought up that a representative from the safety committee should ask for some time at a faculty meeting to explain the various forms that are being asked of them to fill out (Building safety inspection, CFATS and ISP certification) and the time lines for each so that they will understand that they are NOT the same forms.
 - We need to see if fillable forms are available and if REM will accept them.

- 2) Annual Safety Deadlines. When are the deadlines, and when should we ask the faculty to perform the ISP Self-Audits. Last year there was a lot of confusion around what I was asking for and when. Assumptions were made by many of our faculty they "had already done that...".
 - a. Building Safety Inspection – performed by REM in December. Abatements expected in Dec. and Jan.
 - b. CFATS chemical reporting – 1st email from the Dean in mid-March, Karyn must gather the reports from faculty and submit the report in mid-April.
 - c. ISP Certification Deadline – As of now, we are not due for re-certification until July 2020. I don't think July will work for most academic year faculty?
 - The department must get recertified with-in 12 months from the last audit (July 2020)
 - There was discussion about not allowing electronic signatures. It was thought that if the PI had to actually sign for it, they may take the time to read the contents of the form to make sure they were correct.

- There was discussion regarding putting a FAQ or “Cheat” sheet on the website to help with questions.
- There was also talk about when to do the ISP audits. It looks like March would be the best option. Karyn expressed concern about this causing confusion because it is close to when the other audits (building safety and CFATS) are due.

3) Putting a pre-filled out self-audit on our webpage with explanation and to how/why it is expected to be filled out. Sandy and I had intended to work on this before today, but still intend to do this.

- Karyn and Sandy are working on a pre-filled audit form to put on the website as an example of how to fill out the form for the actual audit. They are hoping to have comments that someone can click on to explain those questions that may be a bit confusing/ambiguous.