

ISP Audit Meeting Minutes
6/14/22 | 1pm – 2pm | BCHM 109

Attendees: Karen Rodkey, Josh Zahn, Judah Young, Jaime Turner

ISP checklist:

- Goals from 2021
 - DTI retrained by REM – Josh and Karyn completed
 - Globally harmonized system training – labeling for secondary containers everywhere besides chemical hygiene areas. Need to complete training. As DTI's you should know what it looks like and where to find information on it. Opportunity to communicate this to all.
 - DTI can have admin privileges to software so they can see who has their hazard training up to date.
 - Can get training through Kristina Evans and be set up as administrators.
 - GHS (global harmonized system) – send out communication about secondary containers and that they can contact safety committee for anything.

ISP certification audit

- Trying to get metrics because of new university policy 4A4 everyone on campus must be certified.
- Form will gather all department information – confirming the departments we need to capture for Biochemistry
- Asked if any injuries since March 2021
 - Last injury was 3/23/22

Changes

- Communicate to people to use FROI/Supervisors Incident Investigation link and Near Miss Investigation link on REM site to submit forms. They now go through DocuSign.
- First report of injury form
 - Still online – now through DocuSign
 - 2-part document
 - Supervisor should fill out FROI (employee who is injured should not fill out)
- Incident investigation form
 - Through DocuSign
 - Safety committee should review
- Near miss investigation form
 - Concentrates on the near miss, not the person
 - It is designed to get to someone in department
- To find out incident reports, call Judah to get them. Good idea to call and get ahead of safety committee meetings.

Discussed and went over each item on the 2022 ISP certification audit checklist

Discussed and went over IOC for Biochemistry

- 8.2 to 8.4 still required for HAZCOM
- 225 – is an office and can stop after #10
- Make sure to add building to forms

Next year goals

- Safety committee – faculty member needed and WSLR representative needed
- GHM communication
- Add Building Emergency Plan location to training sheet