

## Safety Management Team Meeting Minutes Fall 2017

**Date:** September 26, 2017

**Time:** 12:00 p.m. to 1:15 p.m.

**Place:** Public Safety – DPS 107

**Attendees:** Susan Garrett; Sarah Haley; Brooke Freudenhammer; David Fehring; Ryan Wong; Nick Henning; Mark Means; Ashley Klug; Nicole Caduff; Damin Bowen; John DeLaCruz; Brent Wallace; Brett Mayer; Bogdan Crivin; Debi O'Connor; Cindy Norton; Ron Honn

1. Introductions were made around the room. Minutes from the last meeting were distributed for use later in the meeting
2. CN reported that the annual hazardous waste disposal took place on August 3. Significant volume due to clean out of TRW materials. We did have an incident related to some of the bulked solvents where the materials showed a low pH. None of the materials bulked would have provided a low pH. CN reiterated the importance of carefully and fully labeling your waste streams.
3. Annual HazMat inspections by CSFD were conducted in August. No ominous findings. Many extension cord and daisy chain violations. Re-inspection will be September 19.
4. Annual lab safety training took place in August with just over 200 participants. We did offer separate refresher courses for those in Chemistry/Biology and those in engineering/physics. Will continue to develop these specialized trainings.
5. Lab inspections were completed in the spring. CN will be working with labs on corrective actions this fall.
6. At this point, we reviewed the action items from the spring meeting.

Issue/Concern	Action Items
Disposal of equipment which has previously been held or been used with hazardous materials including radiation, etc.	<p>Jeff Reed – look at surplus request form to see if we can do a check box or something to prompt people to think about this – <b>Jeff was not present to update</b></p> <p>CN – provide SOP for disposal, which can be sent after surplus request form, is completed – <b>CN provided copies of the forms and text that are already a part of the Lab Safety Manual. It was discussed</b></p>

	<p>that any piece of equipment being “disposed” of from a laboratory should have a “UCCS – Decontamination Statement” document with it prior to surplus picking up the piece of equipment. CN will work more closely with departments regarding departing researchers.</p> <p>Debi O’Connor will investigate policies with regard to equipment disposal and Controller’s office, etc.</p>
<p>Students wearing gloves and then touching everything (computers, etc.)</p>	<p>CN will look at re-enforcing this during training. Also maybe some other ideas from other campuses –This was emphasized during the lab safety training; however, it is be need to be continually reinforced</p>
<p>Repeated violations of lab safety practices – what can be done</p> <p>Along this line – intentional miss-use of equipment</p>	<p>CN and Bogdan Crivin will review 200-019 (Student conduct) to see if this fits in there.</p> <p>CN will reach out to Dean Linhart to get his take on the issue – CN is waiting on response from Dean Linhart (after the meeting Dean Linhart did verbally notify CN that yes this could fall under the student code of conduct). CN also noted that the policy 400-002, does state that anyone on campus must follow the Lab Safety Manual and failure to do so could result in disciplinary action up to and including termination or expulsion</p> <p>Mike Sanderson will reach out to Dr. Klebe regarding Office of Institutional Research</p>
<p>Disparity between teaching and research labs with respect to dress code, etc.</p>	<p>CN will investigate what the campus Lab Safety Manual states, etc. – CN provided the text from the Lab Safety Manual – it was agreed that this needed to be better clarified and that it should be spelled out differently for Chemistry – Biology – Wet Labs – Engineering, etc.</p>
<p>Template for First Aid boxes</p>	<p>CN will develop this –CN provided a list for</p>

7. Round robin discussion of lessons learned, etc.
  - a. Discussion regarding medical waste disposal and whether we should try to coordinate this amongst departments – CN is working on this
  - b. The MRL lab lost a cryo pump compressor during the recent power outage
  - c. MRL lab could use some specific lab safety training. CN will work with Bogdan on this.
  - d. Recreation Center has established a student risk management team. They will be conducting audits of student staff and how they respond to “emergencies” within the Recreation Center
  - e. During the recent power outage, the Centennial backup generator did not fire. Facilities is addressing this.