

TO: ETSC Safety Committee (ETSC-SC)

FROM: Sathy Rajendran, Chair, ETSC

DATE: November 9, 2017

RE: 2017-18 COMMITTEE CHARGES

Please pursue those ETSC-SC responsibilities as outlined in the committee bylaws. Also, here are the items discussed explicitly for the committee to fulfill the ETSC mission. As you consider these charges, please work with the ETSC/SHM faculty to identify ways to include the SHM students and the ASSE Student Section at CWU to provide service-learning opportunities.

ETSC-SC17-18.01: Develop and implement an “ETSC safety policy” requirements communication training for ETSC faculty, staff, and students by March 9, 2018.

ETSC-SC17-18.02: Review and implement “ETSC safety policy” requirements by May 25, 2018.

ETSC-SC17-18.03: Review Safe Operating Procedures (SOPs) templates from similar lab-intensive institutions and adopt a template for ETSC to communicate hazards and control measures clearly and thoroughly.

ETSC-SC17-18.04: In consultation with lab coordinators, develop new or incorporate existing SOPs into ETSC templates for all hazardous equipment and tools in Hogue Technology Building within the purview of ETSC Department. The CWU EH&S office should review all SOPs. Consider developing a timeline for SOPs development for each lab with hazardous equipment and tools.

ETSC-SC17-18.05: Design and create an ETSC Laboratory Safety webpage within ETSC website. Post relevant safety documents (e.g., ETSC Safety Policy, ETSC-SC information, SOPs, etc.) so that they are easily accessible to faculty, staff, and students by May 25, 2018.

ETSC-SC17-18.06: Implement a recordkeeping system for documents generated in conformance with ETSC safety policy such as training, maintenance, and inspection records.

ETSC-SC17-18.07: Conduct periodic and random audits (at least once a quarter) to check compliance with ETSC safety policy requirements.

ETSC-SC17-18.08: Identify a bulletin board in Hogue to be a designated safety bulletin board to communicate safety news and develop hazard awareness by March 9, 2018.

ETSC-SC17-18.09: Conduct a quarterly ETSC safety slogan contest for ETSC students at the beginning of each quarter. Recommend a reward system for best slogans.

ETSC-SC17-18.10: Provide a year-end report to ETSC Chair and the Department by May 25, 2018.