

ETSC Safety Committee (ETSC-SC)  
Meeting Minutes  
November 8, 2017

**Present:** Morgan Bliss, Sathy Rajendran, Lucas Winkelman (CWU EH&S) and Katie Litzenberger (CWU EH&S)

**Excused:** Greg Lyman, Matt Burvee

Agenda items:

- Election of ETSC-SC Chair
- History of ETSC-SC for CWU EH&S Representatives
- Qualified Buddy System
- ETSC Safety Policy update
- ETSC-SC Charges

The meeting was called to order at 11:00am on November 8, 2017.

Election of ETSC-SC Chair

- It was recommended that M. Bliss be elected chair of the ETSC-SC (4-year term), S. Rajendran nominated and M. Bliss seconded.

History of ETSC-SC for CWU EH&S Representatives

- S. Rajendran explained the history of the ETSC-SC and the ETSC Safety Policy (now divided from the ETSC Building Use and Safety Policy that was developed in 2011).

Qualified Buddy System

- M. Bliss and S. Rajendran explained the intent of the Qualified Buddy System introduced in the revised ETSC Safety Policy. Per the policy: "In a qualified buddy system, at least two trained and authorized people must be present in a lab when the lab is in use. The responsible/competent course instructor or competent designee for the specific lab must be on the premises of Hogue and periodically check on lab users when Qualified Buddy lab participants are students."
- "Trained" means the lab participant has received training from lab staff or staff-approved individuals, and includes knowledge of lab-specific safety procedures, emergency response procedures, and contact information.
- "Authorized" means the lab participant is capable of helping others during an emergency, and has received lab safety training, has passed lab safety tests (as applicable), and has submitted a signed copy of the ETSC Lab User Policy Agreement (Appendix A) to the course instructor.

ETSC Safety Policy Update

- For implementation of the ETSC Safety Policy, it was recommended that a Canvas Commons policy training module be developed for ETSC instructors to pull into their

Canvas courses for each laboratory course. The module should be appropriate for students, staff, and faculty.

- Lab course instructors are responsible for ensuring standard/safe operating procedures (SOPs) exist for each piece of equipment; EH&S will be assessing this during a yearly audit.

#### ETSC-SC Charges

- The following charges for the ETSC-SC were agreed upon for the remainder of AY 2017-18:
  - 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.

The meeting was adjourned at 12:30pm.

Next meeting is scheduled for December 8, 2017 from 3:00-4:00pm.