

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

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

**Excused:** Greg Lyman, Matt Burvee

Agenda items:

- EH&S Audit of Hogue Technology Building
- Review of ETSC-SC Charges and Assignment of Tasks

The meeting was called to order at 3:00pm on December 8, 2017.

EH&S Audit of Hogue Technology Building

- Per request from ETSC Faculty, the CWU EH&S audit template was shared at the ETSC Department meeting on December 1, 2017.
- Hogue is tentatively scheduled for an audit from EH&S in March/April.
- It was recommended that the ETSC-SC conduct a pre-audit in February/March to evaluate the ETSC Department's readiness.

Review of ETSC-SC Charges and Assignment of Tasks

- 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.
    - Assigned: M. Bliss
    - Due: 3/9/2018
    - Plan to send to EH&S for review by 2/22/2018; is intended to be an interactive Canvas-based module with a quiz and agreement.
  - ETSC-SC17-18.02: Review and implement "ETSC safety policy" requirements by May 25, 2018.
    - Not discussed during this meeting
  - 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.
    - Assigned: S. Rajendran
    - Due: 3/9/2018
    - Plan to develop template for standardized SOP document to be used with all ETSC hazardous equipment.
  - 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.
- Not discussed during this meeting.
  - 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.
    - Assigned: S. Rajendran
    - Due: May 25, 2018
    - Plan to develop a “skeleton” of the website by January meeting.
  - ETSC-SC17-18.06: Implement a recordkeeping system for documents generated in conformance with ETSC safety policy such as training, maintenance, and inspection records.
    - Not discussed during this meeting
  - ETSC-SC17-18.07: Conduct periodic and random audits (at least once a quarter) to check compliance with ETSC safety policy requirements.
    - Not assigned
    - Idea to have M. Bliss’ students conduct audits as part of SHM 480 Laboratory course in Winter 2018 and M. Andler’s students conduct audits as part of SHM 325 Manufacturing Safety course in Spring 2018.
  - 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.
    - Location has been identified, 1<sup>st</sup> Floor by CAD Labs.
    - Idea to have ASSE CWU Student Section develop this bulletin board as a special project, compliant with requirements of WAC 296-800-19005.
    - Pending response from ASSE CWU Student Section representatives.
  - 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.
    - Assigned: S. Rajendran
    - Due: during first two weeks of winter quarter
    - Plan develop form for safety slogan contest and send out to ETSC students during the second or third week of winter quarter.
  - ETSC-SC17-18.10: Provide a year-end report to ETSC Chair and the Department by May 25, 2018.
    - Not discussed during this meeting

The meeting was adjourned at 3:45pm.

2018 meeting schedule has not been established. Pending responses from ETSC-SC members.