

**Meeting Minutes**

Thursday March 14, 2019 at 2:00 P.M.

Science Bldg. Rm 127 - Dean's Office

Present: David Brook (Chemistry), Stan Vaughn (CoS Facility Manager), Jocelyn Douglas (MLML), Emmanuel Gabet (Geology), Bree Grillo-Hill (Biology), , Randy Kirchner (CoS Safety), Jeff Honda (Interim Dean of Research), Laura Miller Conrad (CoS Biosafety Officer), Victor Maraschin (RSO), Tom Austin (Computer Science), Matt Nymeyer (Director of Environmental Health and Safety)

Absent: Craig Clements (Meteorology), John Hawk (CoS Safety Coordinator), Ranko Heindl (Physics)

2:04 PM Call to Order (quorum present)

**I. ANNOUNCEMENTS**

The Chair announced the date and time of MLML's Open House (April 27-28)

**II. REVIEW OF MINUTES**

February 14, 2019 meeting minutes were approved unanimously with only minor edits.

**III. DISCUSSION TOPICS**

**Old Business:**

- A. A finding in the CSU Audit noted that student lab training records should be kept in each lab (with signatures of students) when safety policies were read and understood. This is a minimum requirement. Laboratories should determine whether more training is needed on specific tasks. 'Common sense' training was discussed with respect to fieldwork. Field trip guidelines and safety protocols will vary depending on the location and situation of fieldwork. J. Douglas has a fieldwork safety checklist and will share with other members (AI-1).
- B.

- E. MLML new Xray unit has been registered with CDPH. The unit should have a badge to monitor potential (but very unlikely) exposures (AI-3). The Geological Oceanographer at MLML (main user) should submit a list of users and training records to RSO (AI-4).
- F. Incident reports and emergency response was discussed in the context of faculty responding to classroom incidents (fainting, sickness). Further discussion needed, but currently considered best to call SJSU UPD Dispatch at 4-2222 and have them assist by calling appropriate responders. Final decision should be promulgated to all faculty and TAs.
- G. AI-4: Meeting with S. Vaughn, M. Nymeyer, J. Honda and M. Perez regarding incident and accident reporting
- H. Next meeting agenda items: 1) use of Evacu-Trac chairs and training for use, 2) review of accident reporting for students versus employees.

## **ADJOURNMENT 2:55**

Next meeting: Thursday, April 11, 2019, Jocelyn out of town for May mtg

### **PREVIOUS ACTION ITEMS:**

- 1 - R. Kirchner - Make Canvas training options available to other departments (Bio, Geo, MLML)
- 2- J. Douglas - Submit X-ray registration to CDPH for MLML new unit (COMPLETED 2/27/19)
- 3- J. Douglas - Submit X-ray unit list of users and training records to RSO
- 4 - S. Vaughn - Coordinate meeting for incident and accident reporting