

Department of Electrical and Computer Engineering

Safety Committee
Minutes

December 6, 2006

Present: L. Halsted, A. Knoesen, L. Potoski, D. Yankelevich

Absent: C. Hunt

1. Professor Knoesen distributed a handout on the Safety Committee duties and responsibilities for members to review and comment (see Appendix A). No changes were suggested at this time. This list may be updated in the future if needed.
2. Professor Knoesen distributed a space list to the committee for their use. The space list will be updated to include safety concerns present in each area with respect to potential electrical, biological, chemical, or laser radiation hazards.
3. Committee reviewed and discussed what information is needed to complete the Injury and Illness Prevention Program Plan (IIPP).
 - a. Professor Knoesen will check on Kemper space that is occupied by Applied Science faculty (Kolner and Luhmann) to see if ECE or Applied Science is responsible for safety in these areas.
 - b. Job Safety Analyses: areas will be reviewed as follows:
 - i. Undergraduate labs: Halsted
 - ii. Research labs: Hunt, Knoesen, Yankelevich
 - iii. Office and other space: Potoski
 - c. Professor Knoesen will meet with Professor Ravani to discuss i) the purchase of surge protectors for departmental space and ii) the need to secure tall bookcases to walls and if needed arrange for the cost for this purpose.
 - d. In order to bring students enrolled in ECE undergraduate classes (ECE132 series, ECE135, Natcar and Micromouse) into safety compliance, it was suggested that Halsted formalize specialized safety talks that can be presented at the first day of classes.
 - e. Safety training procedures for students need to be in arranged prior to keys being distributed. List of research labs and safety concerns will be generated for this purpose. Potoski will confirm that this procedure is implemented.
 - f. Contact information, and other safety labels for the labs need to be made available. Diego will look into what is available and needed.
4. Avian Influenza Pandemic Business Continuity Plan is complete.
5. Professor Knoesen will provide an update at the faculty meeting from the safety committee. At this time, he will announce that Halsted may be contacting faculty regarding issues that arise from safety inspections.

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March 22, 2007

Present: L. Halsted, C. Hunt, A. Knoesen, L. Potoski, D. Yankelevich

1. Professor Knoesen inquired about bookcases over 5' being secured. This issue is still pending until Potoski obtains an estimate of the cost.
2. Professor Knoesen stated that the shared Applied Science and ECE lab issues should be resolved by April 10th.
3. Power cords: Halsted checked with the Fire Department and as long as power cords have a breaker switch (which all ours do) these are okay.
4. IIPP Status: Job Safety Analyses (JSA) need to be completed. The deadline for returning these will be April 11th. We will not need these for the Applied Science labs as Knoesen will send Chair Ravani a note on this. It was stated that we should adapt the EH&S template for the chemical labs.
5. Professor Yankelevich wrote Standard Operating Procedures for the 122 and 123 laser labs. He also informed the committee that he received a grant from EH&S to purchase eyewear for the laser lab.
6. Professor Hunt inquired if everyone who is in the lab would have to take training. Knoesen stated that it should be the PI who determines this. The question of whether video training is accurate was asked. If so, students can do this at their leisure. This information will be made available. It was also suggested that different categories be established for those who have different responsibilities in the lab.
7. There are approximately four faculty who use chemicals in their labs. Andre will make a JSA template and forward to others to adapt for their research labs.
8. It was agreed that there should be an annual review of JSAs by the Safety Committee to see if these need to be updated.
9. Undergraduate Labs: Halsted requested policies from Professors Branner and Yoo. Branner has a procedure document written for the darkroom. Prior to taking the 132 class, students need to sign off on this.
10. Professor Knoesen will draft a cover memo for the JSAs that will be sent out to faculty and staff. Students who start in the fall will have to complete a JSA.
11. Halsted stated that he had a concern in the 1207/3148 labs that's related to a power issue. Knoesen asked that Halsted determine what needs to be done to resolve this so it is no longer a safety concern.
12. Halsted stated that there are two rooms (3131 and 3139) that have heaters without a tip off switch. These need to be replaced with heaters that do have a tip off switch. Potoski stated that there are several acceptable heaters in the roof storage area that can be used to switch these out.
13. It was agreed that the ECE faculty survey will not be done every year.
14. Halsted will conduct annual safety inspections.

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May 23, 2007

Present: L. Halsted, C. Hunt, A. Knoesen, L. Potoski

1. Professor Knoesen asked for confirmation that safety procedures are in place for students coming in the Fall. Halsted stated that they are and that he would provide a write up on procedures for Destiny Fassett regarding distribution of keys to the labs.
2. Halsted stated that first aid kits have been ordered for the labs and will be installed upon their arrival. Halsted noted that the high risk labs have safety procedures in place and that we're in good shape.
3. Professor Hunt brought up that MSDS binders should be in the labs in plain site. Halsted stated that they are currently located in his office. Halsted will check into whether the binders need to be in a more available area. If so, it was suggested that we move these to the main office. Halsted stated that the MSDS can be on-line now, but it needs to be easily accessible.
4. Professor Knoesen asked that the minutes for the safety committee be posted to the website. Potoski will take care of this once the last minutes have been approved.
5. Professor Knoesen drafted an MOU for Professor Ravani to sign regarding the Kolner/Luhmann research labs. All present agreed it looked fine.
6. A question was raised regarding room 1246 and whether we are responsible for the safety in this room. This is College of Engineering Dean's Office space, but our students have free access to this lab. It was suggested that we remind the College that we rely on them for the safety of the rooms that they maintain and that we use (clean room and 1246). Professor Hunt stated that, as far as he is aware of, no safety training is provided by the Dean's Office. The only requirement for access is a faculty sponsor signature. Professor Knoesen will inquire on this space with Chair Ravani.
7. Professor Knoesen mentioned that Professor Luhmann had informed the faculty at a recent meeting that a member of his research group can conduct CPR training, and that Professor Kent Wilken suggested that the cell phone "911" number be available in rooms. Halsted confirmed that the number is already included in the safety material posted in each general use ECE room.