

Department of Electrical and Computer Engineering
Safety Committee
Minutes
December 10, 2007

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

1. Halsted informed the committee that the on-line chemical inventory for the CUPA self-audit is due January 11, 2008. This inventory encompasses approximately 4-5 labs. Halsted will work with lab managers the first week of January. Professor Knoesen suggested that Halsted send out notices now scheduling the days/times for this.
2. Professor Knoesen asked about the final outcome of the summer CUPA inspection. There was one complaint regarding his lab where the date was missing from the training record. Knoesen suggested that EHS be called to make sure this is closed out.
3. Halsted updated the committee on the Fire Department inspection that was conducted in TB207. We weren't aware of the first inspection which resulted in the department having to address some issues such as extension cords, no items in hallway, bookcases must be free of items within 18" of the ceiling and large stacks of paper in offices. The department did pass the second inspection. Professor Knoesen asked Halsted to send a complete list of the non-compliant items so that we are aware of this and can email this information to department members prior to the Kemper Hall Fire Department inspection. An email will be drafted and will be sent out from the committee.
4. Professor Knoesen inquired about IIPP compliance with regards to graduate student training. Halsted stated that when keys are requested by graduate students Destiny Fassett ensures that she receives the training verification needed prior to distributing keys (a copy is also given to Halsted). However, it was noted that for continuing students whose training might need to be updated, there was no mechanism in place for this. Potoski suggested a spreadsheet for each of the various trainings (laser, chemical, etc) that will show each student and dates of when they have been trained. Halsted and Potoski will work on this. Reminders will also need to be sent to the individual students rather than the entire email list.
5. Professor Knoesen will send an email to all faculty, staff and graduate students regarding homework being left on the floor outside offices (poses fire hazard) and provide alternate solutions.

Department of Electrical and Computer Engineering
Safety Committee
Minutes
March 17, 2008

Present: L. Halsted, S. Islam, A. Knoesen, L. Potoski

1. Potoski informed the committee that we have an ongoing issue with individuals disposing of unwanted items in the hallways and Kemper courtyard. The proper procedure is for individuals to contact the department staff to inform them of the items they need to dispose of. All items need to remain in the labs/rooms during this process. Potoski will send Knoesen what has been previously sent out and he will send an email to all departmental members reminding them of the proper procedure.
2. Halsted updated the committee on tracking safety training for graduate students. Halsted has received a list of all graduate students from Kate Shasky and he will have their email and safety training completed dates added to this list. Potoski stated that Destiny Fassett could assist him with this.
3. Professor Kiehl's lab was mentioned. Halsted will meet with him to determine what chemicals, etc. he might have in his lab once it's set up.
4. Halsted mentioned that Kate Shasky had sent him a draft of MAE's training section for their graduate student handbook. Shasky is working on a handbook for this department and has asked Halsted to provide a safety section for inclusion.
5. Professor Knoesen stated that if the 136 class is not going to use lasers next quarter, students won't need training. However, it was suggested that safety articles be required for them to read and sign off on. It was agreed that this would be helpful to have for all the project classes.
6. Halsted brought up the heater that is in Professor Paul Hurst's office. This is not an approved heater. Alternate suggestions will be provided to Professor Hurst so that he can comply with safety regulations.

Department of Electrical and Computer Engineering
Safety Committee
Minutes
May 28, 2008

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

1. Professor Knoesen stated that minutes from all the safety committee meetings should be posted on the website. Potoski will take care of this.
2. Professor Knoesen asked if there were any safety issues that needed to be discussed. Halsted mentioned that there is now a section on safety in the graduate student handbook.
3. The IIPP plan was reviewed for changes that may need to be made. It was noted that the following information needs to be updated or corrected: department chair; addition of Kiehl's labs once they are identified; addition of date to first page. EEC136 is not currently using lasers. There should be an option that if they'll be using, students will need to take laser training. Page 10, section 2B should be updated to reflect this. A typo on page 11 on line 4 needs to be corrected. We need to be sure that we close the loops on our procedures.
4. Halsted stated that he needs to set up a better tracking system for the graduate student safety training. It was suggested that Kate Shasky might be able to help implement procedures for this. Halsted and Potoski will work on this.
5. Halsted will check on the JSA's and procedures to ensure these are updated regularly.
6. Clean room student usage was discussed in regards to whose responsibility it is for safety training in these rooms. Professor Knoesen asked Halsted to draft an MOU for his review and he'll send to Jeff Feerer.