

**THE OHIO STATE UNIVERSITY
WOOSTER CAMPUS SAFETY COMMITTEE
OARDC, ATI, & Research Stations
Minutes of November 20, 2013 Meeting**

PRESENT: Dave Drake, Jim Hacker, Roger Hamilton, Leona Horst, Mike Kauffman, Jenny Moyseenko, Mark Schleppi, Jeff Strouse, Chip Styer, Lee Wilson

The meeting was called to order by Mike Kauffman, Chair.

POINTS OF DISCUSSION

1. Approval of the minutes from September 18, 2013. Motion to approve the minutes by Chip Styer, seconded by Lee Wilson.
2. Old Business
 - a. Hazardous waste pickup update – committee: Seth was not able to be present due to a cleanup issue. Discussion focused on the fact that hazardous waste pickups have not been frequent enough – in fact, there has been only one collection since OSU began using the new contractor, Clean Harbors. Lee and Jim have requested pickups for their departments but have had no response, and many labs have reported that their hood spaces are full of waste for disposal. **Mike will try to contact Seth for a resolution to this problem.**
 - b. Globally Harmonized System training: Jim asked Dorian Richards for a master list of Entomology employees who have completed online GHS training, in order to verify compliance, but was told such a list was not available. Jeff mentioned that he had created groups on the EHS website and that it worked well to verify compliance. Chip commented that expecting University-wide compliance by December 1 is unrealistic. Various approaches are used by WCSC members in their departments to verify compliance, but most rely on checking with multiple labs or people.
 - c. UV Light Exposure via Biosafety Cabinets: Kellie could not attend the meeting, but has drafted a statement on use of UV Light for decontamination. The issue was tabled until the next meeting.
 - d. Parking lot and street traffic: Dave and Jim continue working with OARDC Police to identify blind spots and traffic problem areas. Some new or altered signs have been installed. Avoid parking large trucks in end spots where they reduce visibility. After campus roads are repaved (no date is known), angle parking spots will replace perpendicular ones in certain areas to assist with visibility and access. Several street parking problem areas were mentioned – please keep submitting ideas for areas that need attention to Dave.
 - e. Electronic Waste and Batteries: Dave has been accepting batteries along with electronic waste because many departments have been unable to schedule battery collection in a timely manner with Seth. **Mike will also try to address this issue with Seth.**
3. New Business
 - a. Safety, Police Fire Updates:

- 1) Dave did not have any fire updates to report, and Seth was not present.
- 2) Tami emailed a concern about improper glove usage. It is not uncommon to see people wearing gloves in transit between rooms and buildings, which causes concern about substances that might be on gloves. The committee decided to handle such instances within departments at this time. Please mention to individuals that gloves should not be worn in hallways or other areas where they might cause concern about substances transmitted to doorknobs, stair railings, etc.

b. Inclusion of required safety trainings and instructions on WCSC website/Comprehensive onboarding program for new employees (safety) – Jenny:

- 1) Jenny brought up a request from her department that a list of safety trainings required for new employees are included on the EHS website, preferably the Wooster website. There is no site that includes a comprehensive list, which leads to confusion during orientation of new employees.
- 2) In addition, she asked whether information on safety training for new employees could be included in onboarding sessions or packets, possibly by working with the HR department or OARDC Staff Council. Currently, OARDC lacks a uniform system to recommend and track safety trainings required for employees in various positions. WCSC feels that such a system, coordinated between EHS and HR, is needed. Mark reminded us that there is a lag time of 2-3 days for new employees to be able to access their OSU login. Dave asked if WCSC could suggest instituting such a change. **Chip volunteered to meet with Dr. Benfield with Dave and bring up a need for clarification in university and campus required training, and the possibility of including a document in HR onboarding packets.**

c. “Live N Learn”:

- 1) Jim mentioned that an employee drove a personal vehicle into an Entomology greenhouse, causing damage, and did not report it. Someone had borrowed the vehicle and mishandled it. Jim suspects that cultural influences made the person afraid to report it, and suggested that employees be encouraged to report incidents even if they do not seem important at the time.
- 2) Roger related that an ATI student with the grounds crew collapsed due to a seizure. The people with him called the supervisor, when the first call should have been made to 911. Fortunately, the person recovered.

4. Motion to adjourn the meeting was made by Jim Hacker and seconded by Chip Styer.

The next meeting will be January 15, 2014 at 8:30 A.M., in the Fisher Auditorium Conference Room.

Respectfully submitted,
Jennifer Moyseenko, Secretary