

CSUSB SCIENCE SAFETY COMMITTEE MEETING MINUTES

September 17, 2019

Attendees:

James Pelley, *Equipment Technician, College of Natural Sciences-Dean's Office*
Courtney Traugh, *Instructional Support Technician, Chemistry*
Dr. Sara Callori, *Assistant Professor, Physics*
Dr. David Maynard, *Department Chair, Geological Sciences*
Dr. Lal Mian, *Professor, Health Science & Human Ecology*
Teresa Fricke, *Director, Environmental Health and Safety*
Kathy Pierson, *Specialist, Environmental Health and Safety*
Benjamin Virzi, *Specialist, Environmental Health and Safety*
Rominna Valentine Ico, *Specialist, Environmental Health and Safety*

Time Started: 2:17PM

Time Ended: 3:09PM

Minutes recorded by: Rominna Valentine Ico

- **Prior Meeting Minutes**
 - Approved with no changes.
- **New Items/EH&S Items**
 1. **CSU Safety Audit Findings**
 - a. **Procurement card policy enforcement**
 - Due to Chancellor's Office audit findings, Procurement Department will no longer allow chemicals to be purchased using a Procard, therefore departments must plan accordingly.
 - Procurement suggest using Purchase Orders for chemicals being bought and to plan and inventory ahead of time.
 - EH&S in the process of helping Procurement determine what substances are hazardous.
 - b. **Campus safety committee attendance**
 - Audit findings would also like to see corresponding stakeholders, attend/send delegates to campus safety committees.
 - Committee members present suggest having a "Doodle Pool" for upcoming meeting times in order to increase attendance.
 - In addition, committees must be advocates for safety and help resolve any compliance issues presented.
 - c. **Student safety training**
 - Although training for specialized jobs are being done, the auditors would like to see written documentation for safety trainings for employees and students using/doing specialized jobs.
 2. **EH&S Programs/Plans updates due to audit findings**
 - a. **Chemical Hygiene Plan (CHP)**
 - CHP was updated, finalized, and sent to corresponding committee members, deans, and chairs, so that they may distribute the program to appropriate users.

- b. Laser Safety Program (LSP)
 - LSP was created, finalized, and sent to corresponding users of lasers.
- c. X-Ray Producing Equipment Safety Manual (X-Ray PESM)
 - X-Ray PESM created, finalized, and sent to corresponding users of X-Ray.
 - X-Ray PESM was adopted into the Radiation Safety Committee (RSC) and was incorporated into the Radiation Safety Manual (RSM) as an appendix.
- d. Hazard Communication Policy (HCP)
 - HCP was updated, finalized, and distributed to appropriate users.
- 3. Science Safety Committee (SSC) Charter updated
 - The updated SSC charter, now includes deans, chairs, and instructional support technicians to better serve the safety of the campus.
 - Deans and chairs were given the opportunity to designate delegates and add more members that might better help create a better representation of the department as a whole.
 - New Co-Chair for the Science Safety Committee was elected.
 - Dr. David Maynard will assist EH&S in enforcing and address issues pertaining to safety of the campus as the Co-chair of the Science Safety Committee.
- 4. Risk and Safety Solutions (RSS) Software
 - a. Prospective training dates
 - Benjamin reaching out to all departments using RSS to have training during department meeting dates to capture majority of the end users.
 - Training will discuss how to create chemical inventories and how to clear deficiencies/incidents found during inspections.
 - b. Hazards assessment for determining PPE
 - With the use of RSS, each location will have a hazard associated with PPE.
 - It is the responsibility of the PI/Supervisor to ensure proper PPE is practiced when lab work is being conducted.
 - c. Completing chemical inventory and inspection
 - There are still some departments that are missing hazardous assessments and therefore inspections for those locations.
 - In order to complete the first tier of RSS both the hazardous assessments and inventory must be completed.
 - Inventory of chemicals using RSS is simple and easy to use that allows PIs, Supervisors, and designated delegates under RSS to barcode and add to their inventory.
 - The chemical inventory works with MSDS online to automatically populate an associated Safety Data Sheet (SDS) with an inventoried chemical.
 - Therefore your chemical inventory should be a snapshot of any area at any point of time.

5. Laboratory Waste Management

a. Chemical purchase and waste reduction

- EH&S would like to continue to encourage your instructional laboratories to microscale experiments wherever possible.
 - This not only cuts back on chemical acquisition costs but also on waste disposal fees.
 - If you have questions or concerns about waste management please contact EH&S for assistance in reducing chemical waste.

b. One time-chemical cleanup for state purchased chemicals

- Benjamin to set up one-time chemical cleanup by the end of the year.
 - Labelled chemicals purchased with state funds will be received for proper disposal.
 - The idea is to update and maintain chemical inventories for a specific area and is considered a living document that should be constantly updated when chemicals are disposed or purchased.
 - Update SDSs for chemicals using “MSDS Online” and maintain SDSs for the area housing the chemicals that can easily accessible to anyone who might need it.

c. Chemical Labeling

- EH&S encourages all faculty and staff using chemicals to properly label all secondary containers and waste containers.
 - Proper labeling techniques can also help cut down on waste disposal fees.

6. Department Accidents/Incidents Protocol

- EH&S recommends that each department have an accident/incident protocol for responding to such events.
 - Clearly have a step by step so that all faculty/staff members know what to do in case of an event.
 - Chemistry has pioneered a department wide email from the chair to all chemistry employees stating a step-by-step on what needs to be done in case of a student injury (see attachment for example).

7. New Items to the Table

a. Training for Shipping and Receiving staff who handle chemicals for delivery

- Issues with chemical delivery when chemicals are spilling/fuming.
- EH&S will look into necessary training for Shipping and Receiving.

The next meeting will be scheduled for winter 2019.

*** END ***

EXAMPLE EMAIL

Courtesy Dr. Kim Cousins, Chair of Chemistry and Biochemistry

Subject: Safety information for all--IMPORTANT

Hi Lecturer Faculty


I know it is the end of the quarter and many of you may not be back in lab until fall, but we've had a string of safety incidents in the last quarter, that have not necessarily all been treated appropriately. The ramifications of at least two of these will extend beyond the quarter.

Here are the standard protocols (a reminder will be sent in fall, as well)

1. As soon as you are aware that an incident has happened, assume the worse, and act immediately
2. If it is a spill, use lots of water--eye or face use eye wash; arm/hands use taps; body: use shower room on first floor
3. Report to the Stockroom immediately. They have access to appropriate procedures including accompanying a student to the health center with a golf cart. They also have reporting to complete.
4. Never try to perform any procedure other than washing with water (consult the stockroom staff before taking other measures--they are there for a reason).

thanks for all you do to keep our students safe

Kim

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 We Define the Future