**Minutes from COE Lab Directors’ Meetings – Spring 2018**

Friday, May 4, 2018; and Tuesday, May 15, 2018

Present 5/4/18: Sam Obi (AvTech), Alessandro Bellofiore (BCME), Ozgur Keles (BCME),

Udeme Ndon (CEE), Akthem Al-Manaseer (CEE), Kurt McMullin (CEE), Matt Nymeyer (EH&S),

Julia Thompson (EPICS), , Nicole Okamoto (ME), Saeid Bashash (ME), Scott Gaudette (Central

Shops), Neil Peters (Central Shops), Jinny Rhee (Dean’s Office).

Present 5/15/18: Fabrizio Vernine (AE), Nikos Mourtos (AE), Fred Barez (AvTech), Anand

Ramasubramanian (BCME), Folarin Erogbogbo (BCME), Claire Komives (BCME), Melanie

McNeil (BCME), Richard Chung (BCME), John Mukhar (CEE), Laura Sullivan-Green (CEE),

Angelina Lara (EPICS), Ping Hsu (GE), John Lee (ME), Roger Jue (ME), Buff Furman (ME),

Kyle Meininger (Central Shops), Neil Peters (Central Shops), Jinny Rhee (Dean’s Office)

The two meetings had the same agenda as follows:

I. Safety requirements we must meet: County HazMat, Cal/OSHA, Fire Marshal,

ADA, ABET, SJSU Internal

II. Charter of Safety Committee

III. IIPP

1. Responsibility

2. Required information

3. Reporting

4. Procedures

5. Investigations/accidents

6. Training

7. Inspections

8. Records

II. Hazard Communication Plan

III. Lab Director Responsibilities

IV. Consequences of not meeting standards

V. Hazard Categories: Chemical, Biological, Machinery, Laser, Compressed Gas,

Soldering

VI. Documentation

Each section was covered in depth jointly by J. Rhee and N. Peters, followed by discussion.

Changes from the existing practice was emphasized, including: new responsibilities for department chairs and faculty lab directors; formation of a Safety Committee and mandatory training requirements; and annual peer inspections of labs. It is the hope that these changes will foster a shared sense of responsibility, development of safety expertise, and more faculty buy-in than is currently the case.

Suggestions gathered by the attendees include the following:

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 Add responsibilities of lab technicians, in addition to department chairs and faculty lab directors.

 We need to accelerate installation of S2 locks and safety cameras in some labs by

FD&O.

 Student training - (Ozgur’s DVD’s will be implemented in our new training program.) Skillport for students might by coming (but we won’t hold our breath)

 Access and records - maybe adopt a form like ME or BCME Dept’s college-wide. Both forms have students agree to not share code or lose access privileges.

 Off-campus projects - seems to be a widespread problem in multiple departments.

These should also require safety proposals, including locations and safety plan.

 Accident forms - we need to have forms for employees and students on website; currently we only have employee forms. The link to the forms and guidelines are found here: http://www.sjsu.edu/finance/about\_us/risk\_mgmt/injury\_accid/ Also, should have an anonymous tip box for near misses. \*\*we have an anonymous system of reporting already. There is a box on the fourth floor near the dean’s office and an online system for submitting tips anonymously.

 CSU Chancellor’s Office is working on inspection forms for us to adopt. Matt will keep us posted.

 Dust solution is needed in ENG 129. Akthem, would like a new exhaust fan installed.

 How about if we reward lab directors who do a good job with safety instead of punishing those who do not fulfill their responsibilities? Could we remove “documented warning” as part of the progressive discipline? Could mandatory training be used as part of the disciplinary process? For students, progressive discipline should include loss of access to facility.

 We should use Google Drive/Canvas/Skillport for records. Done.

 There are general lab safety courses in Skillport. These are great for faculty and staff

 Hazard Communication Plan needs work - SDS can be stored electronically, but there should be a computer in the room with a clear sign on how to find them. Lab director can make the call whether to have the hardcopy or electronic. Several labs need hard copies of the SDS. This would include: 127, 129, 131, 135, and any lab without desktop computers in the room.

 Add batteries, ergonomics, and laser/radiation to hazard categories. For faculty subgroups in each. We have created several modules in the canvas course. More can be created based upon the lab director’s preference.

 Chemical purchases should be delivered to Neil in Central Shops - he will log it into the chemical inventory before delivering it to the PI. Admins and PIs need to place orders with delivery to Neil Peters/faculty placing the order. This will deliver all chemicals to

ENG186

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 Not sure it is sufficient to have student lab directors for student-led spaces…? Students do not have authority over other students.

 It would be helpful to have a list of violations that will lead to labs being shut down. Do minor infractions count as part of three? Or only serious/life-threatening ones?

Suggestion to classify warnings as serious, significant, and other than…?

 For service requests for safety compliance held up in FD&O, please alert Matt Nymeyer

In EH&S, and he will help escalate the work. His contact info is:

matt.nymeyer@sjsu.edu, 4-1969, IS 134.

 Videos for student training - need to make them accessible to lab directors and students somehow. Suggestion to hire a student assistant to maintain records. Student training modules with randomized quizzes implemented in Canvas.

 Question on maintaining rigor of quizzes used to assess retention of video trainings.

Quiz solutions tend to get out and circulate. Suggestion to generate individual quizzes from random question pools to complicate generation of answer keys. Done.

 Emailed citations in labs should be amended to say “please respond when corrected”.

Some lab directors did not know they were supposed to respond to close the loop. Done.

 There should also be positive reinforcement for doing an exemplary job on safety, in addition to punishment for doing an inadequate job.

 Need to have a list of monitored substances on campus so that we can be on the lookout for these chemicals.

 A SOP should be required for all high hazard substances and projects before they are brought on campus. Forms and instructions are in development for this.