Workplace Safety Committee
Meeting Minutes
May 8, 2020 3.30 PM via Zoom

Attendees: Thomas Brooks, Beata Nacsa, Rig Gefland, Jess Nohle, Sanju Basnet

- WSC approved the minutes of the first meeting.

- The members discussed the first draft of WSC policies and procedures, and formulated suggestions about what to add to the section about health and safety audits.
  - In order to secure the cooperation of department heads, they will be invited to the inspection and will participate in writing up the minutes of the inspection.
  - Masks will be worn, and social distancing will be observed while executing inspections during the pandemic.

- WSC determined the locations which need quarterly health and safety audits: Golden Dome Market, Maker Space, Press, Offices, Regenerative Organic Agriculture, Campus Greenhouse, MSAE offices, courtyard, playground and greenhouse, Bookstore, Henn Mansion, Argiro Student Center, Recreation Center, Swimming Pool.

- Workplace safety education and training will be conducted online during the pandemic. The methods will be worked out together with HR.

- WSC worked out the rules about compliance with OSHA SDS regulations:
  - All departments must ensure that SDSs are readily accessible to employees for all hazardous chemicals in their workplace without leaving their work area when needed. The departments might opt to have a binder with the datasheets and/or make them available online.
  - Every department which works with hazardous chemicals has to designate one person who will be responsible for collecting the SDS and making it available for other employees.
  - In 2020 and 2021, WSC members responsible for updating the SDS: Rig Gelfand and Jess Nohle.

- We need to investigate how we can get rid of the barrel of chemicals lying in the press and lab at a low cost.

- Thomas Brooks, VPO will write a letter to cabinet members informing about WSC.

- Next WSC meeting will be held on June 26th @3:00pm via zoom.