

Science Safety Committee Minutes – DRAFT

October 14, 2004

3:00-5:00 p.m.

NRG 2222

In attendance: Debbie Sackett, Bob Blodgett, Sarah Strong, A.L. Mackey, Charles Freeman

1. Bob presented a training matrix for the Physical Science folks. The committee endorsed it. It will be uploaded to the web in the near future.

2. Bob presented comments/suggestions that the PS folks made during the latest round of HazCom training. A couple of ideas will be passed on:

- In addition to the safety instructions for the students, we will test out use of a "lab map" that has the students look around the room and find the location of safety equipment. They then fill out the map accordingly.
- We will ask our respective departments for permission to add a brief evacuation overview to the class syllabus. Ideally, something similar would be included in the master syllabus.

3. We discussed the new insurance forms, and the instructions on the web. Here are some specific changes we would like to see:

Web instructions for Allied Health separate from the sciences.

The sciences would like the forms to go to Becky directly, not through the Department Chair.

The instructions printed on the top of the form itself directly contradict the web (forms directory) instructions. This needs to be modified.

4. Next meeting date: November 11, 2004.