

SPRING 2006 CORY HALL SAFETY MEETING MINUTES

(February 24, 2006)

Committee Members in Attendance:

Mark Davis, Scott McNally, Jo Bullock, Loretta Lutcher, Jean Richter, Bob Hamilton, Leon Tsao, Jennifer Stone, Dan Macleod

Committee Members Absent:

Ben Lake, Jo Gavazza, Rebecca Brown, Elisa Lewis, Denise Simard, Therese George, Amy Ng, Peter Ray, Warner Carlisle, Mike Linan, Elise Mills

AGENDA:

1. IIPP/BEP Training (Hazardous Communications Training)
2. Laboratory/Shop Self Inspections (Summaries)
3. Emergency Lab Contact List
4. Review of Safety Monitor Assignments
5. Safety Supplies
6. Radios
7. Building Reports
8. Additional Safety Concerns

IIPP/BEP Training (Hazardous Communication Plan)

Each year all employees and students must take the IIPP/BEP training. Training is complete when occupants have read and submitted their confirmation of completion via the online forms. This is required by EH&S and OSHA.

Mark provided a printed report listing all Cory Occupants who had thus far completed the online form (in 2006). The results were approx. 50 people had completed the form which is not good when compared to total building occupancy.

We discussed possible methods to ensure more building occupants complete the training. The first method is for Mark to submit semi-annual reminders, via email, to all building occupants, asking them to complete the training and providing links to the appropriate forms. Another possibility is to reach-out to staff and building supervisors to make sure they know these forms are required, and not optional. The supervisors can then push their staff to complete the forms. It was also mentioned that Mark would be having a safety meeting with Cory Hall ERSO employees once the ERSO reorganization starts to settle down in Cory Hall. This will help familiarize new people to building safety procedures

Additionally, Mark mentioned the importance of the Cory Hall Hazardous Communication Plan, which provides building occupants with an easy route to report safety issues within the building. Currently, this communications plan is available online via our department website. Mark mentioned he would include a link to this form in his

BEP/IIPP training reminder emails. This will ensure all building occupants are aware of the communication plan and have a working link to its position online.

Laboratory/Shop Self-Inspections (Summaries)

Mark reported that all labs and shops completed their Chemical Hygiene paperwork. There were 3-4 labs with out-dated Chemical Inventories.

To summarize, the most common deficiencies found within Cory Hall labs are: 1. Improper chemical storage; 2. Hallway/walkway obstructions; 3. Extension cords being used as permanent power sources; 4. Refrigerators/microwaves/sinks not properly labeled to determine appropriate use; and 5. Expired hygiene plans and chemical inventories.

One unique problem pointed out by the campus fire marshal is the need for cabinets that contain flammable materials to have automatic door closers installed in order to decrease the chance of fire/explosion. Bob Hamilton of the micro lab pointed out that such devices are double edged and can cause dangerous accidents in addition to being a safety measure.

Emergency Lab Contact List

Mark provided safety committee members in attendance with the most updated list of all lab safety officers and their alternates. This list includes daytime and after-hours contact information. This list is continually being updated. If you would like a new list, please contact Mark at marked@eecs.berkeley.edu and he can forward you one.

Mark reviewed the list and pointed out that for some labs, alternates were missing.

Mark will include an updated copy of this list with this summary as it is email out to all safety officers.

Review of Safety Monitor Assignments

The current safety monitor positions are as follows:

- Loretta Lutchter, Elise Mills, Therese George, and Jennifer Stone will control traffic at the intersection of Gayley and Hearst.
- Dave Shackleford, Rebecca Brown Amy Ng, and Elisa Lewis will control automobile and foot traffic near the intersection of LeRoy and Hearst (NEED 2 MORE PERSONS).
- Warner and Bob from the machine shop will control the Cory Hall South East Entrance.
- Joe and Ben from the machine shop will control the South West Entrance to Cory Hall.

- Denise Simard and Jean Richter will control the North West Entrance of Cory Hall and help with pedestrian crossing of Hearst.
- Leon Tsao will monitor the North East Entrance of Cory Hall and assist in pedestrian crossing.

Scott McNally and Mark Davis will monitor the North East entrance and generally be available in that area to help coordinate evacuation procedures and also to assist in resolving problems as they arise.

The need for redundancy for the traffic redirecting assignments was mentioned. Each intersection should have 4-6 people assigned to it in order to be sure enough people will always be present to successfully redirect traffic.

Scott mentioned that when we test the walki-talkies monthly, we should also have everyone who has a safety monitor assignment go to their assigned positions as a practice drill. This practice drill would occur on the first Wednesday of every month.

Safety Supplies

This topic was discussed very briefly. General safety supplies for safety committee members are available through Mark in rm. 253 Cory Hall. This includes safety vests and helmets.

Traffic safety supplies (Cones, stop signs, whistles) are kept in 253 and in 231 Cory Hall. In 231, the equipment is stored in the cabinets below the main display, and in 253, the equipment is stored in Mark's office.

Radios

Current Radio Assignments can be found below:

<u>NAME</u>	<u>CALL #</u>	<u>PHONE #</u>	<u>RADIO#</u>	<u>SERIAL#</u>
Mark Davis-SPARE	1341	2-1468	4680	1108
Ben Lake	1342	3-8400	4678	1106
Denise Simard	1343	2-0253	4677	1103
Bob Hamilton	1344	2-2716	4673	1102
Mark Davis- SPARE	1345	2-1468	4670	1107
Ferenc Kovac	1346	2-6952	4683	1105
Needs Assignment	1347	2-9808	4671	1100
Needs Assignment	1348	2-2302	4686	1101
Jo Davis	1349	3-6619	4669	0169
Elise Mills	1350	3-6682	4679	1110
STOLEN	1351	2-1527	4684	1104
Mark Davis	1352	3-7949	4685	1111
Scott McNally	1353	2-9888	4682	1112

Safety Committee has been discussing upgrading the radios for a long time. For a while we were focused on purchasing our own radios and obtaining our own FCC license to operate the radios.

Recent responses from the Vice-Chancellor's office have pretty much put a stop to our attempts at obtaining our own FCC License, since there are campus policies in place preventing this.

Therefore, Mark is talking with Carl Woo of CNS to upgrade our current mobile radios ASAP.

Building Reports (Hazardous Communications Plan)

Safety Committee reviewed current and outstanding issues existing within Cory Hall's hazardous communications plan. The following jobs were unresolved at the time of meeting on 2-24-06.

- File cabinets/obstruction on the 1st flr. Mezzanine Hallway
- Installation of non-slip tape on steps on NE entrance foyer
- Installation of campus "blue-light" emergency phone in the Cory Hall courtyard
- Purchase/install of new weather matting for all entrances
- Removal of combustible material from 10ft from building entrances.
- Clean-up excess material in basement
- Install automatic door-closers on flammable liquid cabinets
- Inspect health of large tree on East side of building (near founders rock)
- Mount updated chemical summaries outside each lab

Additional Concerns

Scott spoke briefly regarding new janitorial schedules that would be implemented on a building wide scale starting 3-6-06. This isn't technically a safety concern, but was discussed in order to spread the word that janitorial services may be altering in certain areas.