

Portland Community College

Sylvania Chemical Hygiene Committee Meeting Minutes

11/27/12 held at ST Chemistry Lab
2:00 p.m. to 3:00 p.m.

Attendees: Chris Ells, Elaine Hunter, Dietrich Steinmetz, Richard Dawes, Paul Homlitas, Jacob Reams, Patty Maazous, Cathie Cookus

New Business

Three key priorities for the Chemical Hygiene Committee were presented including:

- Committee assistance in making sure the **Chemical Hygiene Plan** truly reflects laboratory standard operating procedures.
- Committee participation in self audits or peer-audits of laboratories.
- Developing a new chemical approval process to ensure appropriate PPE, safety equipment, storage, and disposal of new chemicals.

Safety & Risk Services would like to have new employees who will work in laboratories read the **Chemical Hygiene Plan** as part of their training. This would be in addition to the classroom OSHA training offered on Chemical Hygiene, Hazard Communication, and Emergency Procedures. The Committee was asked to read the **Chemical Hygiene Plan** and provide feedback on the content.

A concern was brought up that there is no formal on-boarding process for new employees. Additionally, a procedure on how the formal training would be paid needs to be addressed district-wide. Safety & Risk has been paying for part-time employees to attend training.

The committee discussed the need for location specific safety training in addition to the formal training. Instructional Support Technicians would be in the best position to conduct this training. Train-the-trainer courses may be offered to train employees

The committee discussed the training needs of the different job classifications who work in the laboratories such as permanent employees, casual employees, and work study students. The consensus was that work tasks assigned to a particular employee are more dependent on their skill and education level than their job classification, and thus each employee's training must be customized to what specific work tasks that individual will be doing.

To assist in the training development process, committee members were asked to develop a list of potential work tasks that new employees may perform. The train the trainer course may be a good venue to discuss how to train on the work tasks.

One change mentioned for the Chemical Hygiene Plan is that ST Room 308 needs to be added to lab list in Appendix A and room 316 needs to be removed. Also it was mentioned that the Engineering Lab is not listed.

A suggestion was made that the D2L system could be used to verify that new employees have read the *Chemical Hygiene Plan*.

Committee members were asked to do an inspection of their lab using the *Chemical Hygiene Plan Appendix 4 Chemical Storage Checklist* and bring the completed inspection to the next meeting. Committee members thought that a quarterly inspection was reasonable. The Chemical Hygiene Plan currently states an annual inspection should occur. The committee discussed the feasibility of doing peer audits of other labs. Some members felt that a different perspective would be useful; others felt they may not know enough about the other labs to give meaningful feedback.

The committee discussed ideas on how a new chemical approval process would work. Concerns were expressed that an approval process may slow down purchasing chemicals. Committee members also discussed that it is faculty prerogative on what chemicals to use. For the interim, Elaine will review all chemicals as the Chemical Hygiene Officer.

Next Meeting

January 24th at 2:00 p.m. Patty will work on getting a room reservation.

DRAFT