

San Jose State University  
College of Science Safety Committee

---

**Meeting Minutes**

Thursday February 14, 2019 at 2:00 P.M.

Science Bldg. Rm 127 - Dean's Office

Members Present: David Brook (Chemistry), Stan Vaughn (CoS Facility Manager), Jocelyn Douglas (MLML), Emmanuel Gabet (Geology), Bree Grillo-Hill (Biology), Craig Clements (Meteorology), Ranko Heindl (Physics), Matt Nymeyer (Director of Environmental Health and Safety), Randy Kirchner (CoS Safety), Jeff Honda (Interim Dean of Research)

Members Absent: Victor Maraschin (RSO), Laura Miller Conrad (CoS Biosafety Officer), John Hawk (CoS Safety Coordinator)

2:01 PM Call to Order (quorum present)

**I. ANNOUNCEMENTS**

Members introduced themselves to Dr. Jeff Honda who has taken over the position of Interim Associate Dean of Research for the College of Science.

**II. REVIEW OF MINUTES**

October 11, 2018 minutes were approved unanimously with no changes.

**III. DISCUSSION TOPICS**

- A. SJSU EHS Director Matt Nymeyer addressed the committee with an update about the ongoing Chancellor's Office (CO) safety audit. Audit will continue the first two weeks of March. Auditors are mainly conducting interviews with various members of the SJSU community basically taking 'the temperature' of the campus on processes and adherence to established policies and procedures
- B. The Senior Risk Manager for the CO will be reissuing Executive Order 1039 and possibly requests for records may be forthcoming.
- C. Risk Safety Solutions (RSS) is the application SJSU will use to conduct, document and maintain records of laboratory safety inspections and hazard assessment.
- D. A new position of Chemical Hygiene Officer has been approved for EHS Dept. This position will also be the Laser Safety Officer. New hire will begin 3/4/19.
- E. Coordination with Randy Kirchner regarding student training and notifications for MLML students. All training options need to be coordinated for CoS including Canvas (through Chemistry) and the new CSULearn. [AI-1: Add Biology, Geology and MLML to access online CoS training.](#)
- F. MLML new Xray unit needs to be registered with CDPH. ([AI-2](#) Submit registration). The unit should have a badge to monitor potential but very unlikely exposures. The unit has access control and currently only one main user (Dr. Ivano Aiello, Geological Oceanography). [AI-3](#).List of users and training records to be submitted to RSO.

- G. Incident reports and emergency response was discussed in the context of faculty responding to classroom incidents (fainting, sickness). Further discussion needed, but currently considered best to call SJSU UPD Dispatch at 4-2222 and have them assist by calling appropriate responders. Final decision should be promulgated to all faculty and TAs.
- H. [AI-4](#): Meeting with S. Vaughn, M. Nymeyer, J. Honda and M. Perez regarding incident and accident reporting
- I. Next meeting agenda items: 1) use of Evacu-Trac chairs and training for use, 2) review of accident reporting for students versus employees.

**ADJOURNMENT 2:50**

Next meeting: Thursday, March 14, 2019

**ACTION ITEMS:**

- 1 - R. Kirchner - Make Canvas training options available to other departments (Bio, Geo, MLML)
- 2- J. Douglas - Submit X-ray registration to CDPH for MLML new unit
- 3- J. Douglas - Submit X-ray unit list of users and training records to RSO
- 4 - S. Vaughn - Coordinate meeting for incident and accident reporting