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Engineering Safety Council Meeting**

MINUTES FROM September 28, 2006 MEETING

**1. Engineering Safety Council**

*The Engineering Safety Committee and the TEES Safety Council have been combined to form the Engineering Safety Council per the new Safety Requirements and Practices Plan which Dr. Bennett signed 9/1/06.*

**2. Safety Audit**

Some of the findings as a result of the TEES Engineering Safety Audit are as follows:

- There should be more structure to the *Engineering Safety Council* meetings, i.e., minutes should be taken and an agenda provided. The *Engineering Safety Council* will be provided with an agenda and minutes for every meeting.
- Lack of a comprehensive training program and documentation of training. This has been solved with the new TrainTraQ System for Safety Courses
- The *Safety Plan* had not been updated since 1996. This has been updated with the new *Safety Requirements and Practices Plan*.
- Duplication of efforts in the lab inspection process. Environmental Health and Safety (EH&S) will now conduct all lab inspections and the Engineering Safety Office will track deficiencies to completion. The Engineering Safety Office (ESO) and the Division Head will both receive copies of the inspection report; therefore the Division Head does not need to send a copy to the ESO. The goal of the EH&S is to inspect each facility annually. David Breeding reported that EH&S is currently 4-5 months behind on their inspections.

**3. Safety Requirements and Practices Plan**

David Breeding provided a Power Point presentation explaining the new *Safety Requirements and Practices Plan* (formerly known as *The Safety Policy*).

(Slides attached)

**4. Training Requirements**

All new employees including student employees will now take the Safety Courses as part of their New Employee Orientation.

There was discussion concerning who exactly has to take the Lab Safety and Shop Safety Courses. Employees are required to take the courses if they work in a lab/shop for any period of time no matter how short that period may be. Lab Safety Courses are not meant to be taken by individuals working in computer labs but are meant for those individuals working in biological and chemical types of labs. Investigators who provide the Safety Courses as part of a class may submit to the Office of Risk and Compliance (Lisa Foster, lisa-foster@tamu.edu) the names and UINs of those individuals who attended the class and they will be manually entered into TrainTraq for certification as long as the course taught has the same content as the Office of Engineering Safety course..

Division Heads will be provided reports from TrainTraq to identify those who have or have not taken the Safety Courses.

Email notifications concerning training requirements will begin the week of October 2-6, 2006.

It was suggested that abbreviations be removed from the Safety Courses. Mike Buckley said this sort of issue is being addressed. Mike asked for all comments concerning the Safety Courses to be sent to him, (mwbuckley@tamu.edu).

If there is a safety issue in a lab that is not being addressed due to lack of funds please contact Mike Buckley, (458-7476 mwbuckley@tamu.edu).

#### **5. First Reports of Injury for FY 05-06**

The *Council* was provided a spreadsheet with information concerning all of the First Reports of Injuries for FY 05-06. There were 19 total reports. The *Council's* objective is to suggest types of training needed to eliminate accidents that can be controlled.

#### **6. Request for Information**

Mike Buckley asked everyone to send him the location of any known lasers, x-ray, MRI, radioactives, select agents, controlled substances, weapons, ammunition, explosives and munitions located on campus. This is a requirement of the Enterprise Risk Management Program (ERM). We will be sending out a request for this information as well.

## 7. Engineering Safety Excellence Award

The *Council* was encouraged by Mike Buckley to nominate individuals for the Engineering Safety Excellence Award. Nomination packets were provided.

## 8. Safety Portal

A tour of the Safety Portal was provided. The Safety Portal will provide information concerning lab deficiencies and a list of building names and proctors.

Those who do not have EPIK Portal access will need to contact Risk and Compliance for access and training so this system can be used.

## 9. Roundtable Discussions

- Mike Buckley reported that a representative from EHSD will attend future *Engineering Safety Council* Meetings
- David Breeding announced that The new Texas requirements enforced by The State Fire Marshal's Office (SFM) requires that all such cylinders have an annual inspection and repairs as necessary. Pressure relief valves must be replaced at least every five (5) years. RENTED/LEASED CYLINDERS: Vendors must provide the university (EHSD) with documentation of a certified program for annual inspection, repair, refurbishment, and relief valve replacement that meets or exceeds the SFM requirements.  
RENTED/LEASED CYLINDERS: Vendors must provide the university (EHSD) with documentation of a certified program for annual inspection, repair, refurbishment, and relief valve replacement that meets or exceeds the SFM requirements.
- The Enterprise Risk Management Program (ERM) for last year requires that all class IIIB and IV lasers be registered. Cooperation with the efforts of the OES has been requested to reconcile our records with EHSD.
- A process for pressure vessel certifications was discussed.
- Several members of the *Council* voiced support for Division safety meetings. Stating risk in their areas could be reduced by forming departmental safety committees and having regular meetings. This suggestion will be further discussed.
- William Rogers presented the following information and suggestions – There are owned vessels with contents that are pressurized but fall outside the RENTED/LEASED category and therefore can be neglected long past the project for which they were purchased. Over time these untracked vessels can leak to release toxic, flammable, or explosive materials. Therefore, these vessels present unidentified risks and should be located and returned to the source or otherwise disposed of. A standard procedure to dispose of such materials at the end of projects should be included in each departmental safety plan.