

## **ETCS Safety Committee Meeting Minutes**

**November 9, 2015**

Present: Barry Dupen, Bongsu Kang, David Momoh, Guoping Wang,

Absent: Jacques Chansavang

### **Integrated Safety Plan (ISP) Self-Audit**

The ISP is used for certifying Departments, not Programs or rooms. We discussed each section of the ISP Self-Audit, which must be completed for each room.

As a historical note, ETCS started the process for safety certification several years ago, but the process collapsed because the last line of the ISP Self-Audit is a signature for the Responsible Individual, worded:

- I am responsible for the indicated laboratory, shop, or area and I affirm that this self-audit was completed by someone that works in this area and is knowledgeable about operations therein. I agree to correct deficiencies in a timely manner.

Technicians were reluctant to sign these forms, for obvious reasons. We discussed asking the Dean to sign the forms, since he is ultimately responsible for lab safety. Barry will ask him.

The next task is for Safety Committee members to go back to their departments and compile lists of laboratory rooms by Monday, November 16. We will reconvene to plan the Self-Audits.

### **Follow-up Note**

The Dean agreed to sign the Self-Audit forms as the Responsible Individual.