**Environmental Health & Safety Committee Minutes**

**January 18, 2017 – Walker Library**

**Members Present:** Alan Parker, Joe Whitefield, Doug Brinsko, Shelia Knight, Ron Malone, Buddy Peaster, Vicki Eastham, Terry Logan, Charlie Gregory, Kara Hooper, Halley Plunkett, Sondra Wade, Jimmy Hart, David Edgar, Barbara Draude, Fatima Adeyemo, Greg Van Patten, Jeff Henderson

**New Committee Member**

* Sondra Wade – Will be taking over for the University Counsel representative.

**Campus Safety Handbook Update**

Review:

* Policy IV: 00:02 University Committees – Alan discussed why the MTSU Campus Safety Handbook is being revised and updated, based on the policy as noted.
* Policy IV:01:07 Minors Participating in University-Sponsored Programs or Programs Using University Facilities – Alan made notice to the section in the policy that refers to the MTSU Campus Safety Handbook and the need for ‘Chapter 18 Minors in Laboratories and Shops’ of the handbook.
* Buddy Peaster noted that a comment in the Policy IV: 01:07 made note to “all” reasonable efforts were to be made – University Counsel may want to address this wording.

**Chapter 18 Minors in Laboratories**

* Use the same definition for a minor in Chapter 18 as in the Policy IV: 01:07.
* Vicki Eastham will research the definition for a laboratory as defined by THEC and send it to Alan.
* General Section – Greg V. had a concern with section 1. 2., and 3.
  + Decision was made by committee to change section 1. to state ‘minor’ instead of between the age of 16 and 18.
  + Decision was made by committee to eliminate section 2 and 3.
  + Section 4. is to remain the same.
  + Section 6. b. add ‘as needed’ to the end of the statement.
  + Section 7. a. vi. Remove biological toxins
  + Section 7. b. vi. Remove cryogenic substances
  + Section 7. d. iv. Change shot to shop

**Chapter 19 Illicit Stormwater Discharges**

* No changes.

**Appendix E-1. Forms**

* Agreement Regarding Participant in Event – Mandatory by University Counsel
* Appendix E-1: Classroom/Laboratory Safety Analysis Form was discussed. This is a new form for faculty to complete at the beginning of the semester to identify any hazards pertaining to occupant safety in the lab. Appears to be a useful form.

**Safety Guidelines for Academic Department Chair and Safety Guidelines for Programs Sponsored by Administrative (Non-Academic)**

* Discussed this section. EH&S to review section and edit.

**The next meeting is scheduled for Wednesday, February 15, 2017 from 1:30 -2:30 p.m. in the Walker Library, Room 475.**