June 1, 2010

To: Dean Satish Udpa

From: Terry Casey, Engineering College Safety Committee Chair


The College of Engineering Safety Committee held one formal Committee meeting during the 2009-2010 school year. All departments had safety reps in attendance. Additional safety presentations were delivered by Committee members during the school year. Audiences included graduate students, departmental personnel and lab personnel.

Department technicians, familiar with lab contents and lab processes, are empowered to identify and correct safety issues within their departments. Subsequent safety inspections by DPPS indicate that this process is working.

2009-2010 Fire Safety Inspection results (next inspection scheduled for 8-3-2009):
- Engineering Building
  “Items stored in the corridor outside room 3155 need to be removed.” Status – resolved.
  “Items stored in the corridor outside room 4160 need to be removed.” Status – resolved.
  “Lab 2255 appears to need additional Flammable Liquid Storage cabinets to store flammable liquids. Flammables in glass bottles, when not in use, need to be stored in such a cabinet.” Status - resolved.

- Jolly Road Facility
  “No violations noted.”

- Engineering Research Complex –
  “Lab A38. East and west exit doors need to have stored items removed to allow free access in the event of an emergency.” Status – resolved.
  “Loading Dock. This area should not be used as a storage area. Items need to be removed or salvaged, if required.” Status – resolved.

- Civil Engineering Infrastructure Lab
  “No violations noted.”

Recap of College safety activities occurring this school year
Safety Committee modus operandi - Only involved departments deal with specific incidents, but reports are made to the group as a whole for common issues.

Safety Incidents – Though no major incidents occurred during the school year, minor incidents were reviewed and analyzed for process and response appropriateness as well as suggestions for improvement.

Major Safety Initiatives
- Prompted by a minor mercury spill from an abandoned manometer, ORCBS graciously attended to supplement a presentation on University “lab close out procedures”.
- Research Emergency Defense (RED) Team Database Review.

- Reviewed the document CEE (Dr. Wallace) developed and presented to Faculty, Staff and Students, a Safety Manual for Individuals Working in Labs and at Field Sites

- Keyless Access, Engineering Building is expected to receive keyless access for all outside doors.

- Safety presentation delivered to new College of Engineering Graduate Students

**Action Items for Safety Committee Members**

- Verify correct emergency contact info lab on doors
  
  Emergency contact labels are available from ORCBS website
  http://www.hazmat.msu.edu:591/door_sign/FMPro?-db=door_signs.fp5-&-lay=entry_screen-&-format=new.htm-&-View (Note: this is a repeat of an action item entry from last year.)

**Additional Resources**

- Copy of Annual Unit Safety Report (See Attachment below)

The College of Engineering Safety Committee has been instrumental and successful in identifying and resolving College safety issues through awareness, communication and cooperation.

Respectfully submitted,

Terry Casey
College of Engineering Safety Committee Chair
Michigan State University
College of Engineering
ANNUAL UNIT SAFETY REPORT

1. Name of unit ____________________________________________________________

2. Annual report completed by _____________________________ on _____________.
   (Name of individual)                                                (Date)

3. The Unit's representative responsible for safety administration is
   ____________________________ whose term expires ____________________________
   (Name)                                                                (Date)

4. Membership of the Unit Safety Advisory Committee is:
   Name                  Status (faculty, staff, graduate student, etc.)
                          ____________________________________________________________
                          ____________________________________________________________
                          ____________________________________________________________
                          ____________________________________________________________
                          ____________________________________________________________

5. Annual safety audits (inspections) were completed by: (circle those that apply):
   ORCBS      between the dates of ______________________ and ______________________
   DPS        between the dates of ______________________ and ______________________
   Other      between the dates of ______________________ and ______________________
   (indicate)

6. Did each new employee receive "Individual Right to Know" training and complete the appropriate form?
   Yes or No (circle)
   If no, explain why and indicate what steps are being taken to correct the deficiency.

7. The unit has reviewed that its employee training policy is being followed, the unit has reviewed the status
   with respect to training of employees on its payroll, the unit is completing and maintaining individual
   "consent forms" as described in the College of Engineering Safety Training Policy, and the unit has taken
   action to keep all employees up-to-date on appropriate safety training. Yes or No (circle)
   If no, explain why and indicate what steps are being taken to correct the deficiency.

8. A safety training program and accompanied classroom "consent form" have been completed for all
   designated scheduled class laboratories and these "consent forms" are being maintained by the unit? Yes
   or No (circle)
   If no, explain why and indicate what steps are being taken to correct the deficiency.

9. The department has reviewed its Department Safety Policy Document and made any necessary
   revisions? Yes or No (circle)
   If no, explain why?