July 31, 2014

To: Dean Leo Kempel

From: Jeff Curtiss, Engineering College Safety Committee Chair


The College of Engineering Safety Committee did not hold a formal Committee meeting during the 2013-2014 school year. Safety presentations were available from committee members during the school year to their respective departments. 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 responses by DPPS indicate that this process is working.

2013-2014 Fire Safety Inspection results:

- Engineering Building
  1) The fire door next to 2153 needs to latch. Status - resolved
  2) Fire door next to 2266 needs repair so it will close properly. Status – resolved

- Jolly Road Facility
  1) The east entrance needs to be clear of obstructions and tripping hazards. Status – resolved.
  2) General Housekeeping could be improved. Status- issue addressed through Roy Bailiff to student groups on a continuing basis.

- Engineering Research Complex –
  1) Remove the gasoline container from room C10D. All flammables must be in approved safety containers. Status-resolved
  2) Housekeeping is very good

ERC – E Wing
  1) No violations noted

-Concrete Preservation Lab
  1) No violations noted.

See attachments 1 and 2 for Fire Marshal reports
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. No meetings were held during the 2013-2014 academic year.

Safety Incidents – Though no major incidents occurred during the school year, minor incidents (at MSU and other schools) were reviewed and analyzed for process and response appropriateness, followed by suggestions for improvement.

Major Safety Initiatives
- Delivered Safety presentation to Engineering Graduate Students during orientation.
- An investigation was initiated to install an Automated External Defibrillator in 2 floors of the Engineering Building and one in the Engineering Research Complex. Lori Hitchens and Jeff Curtiss, working closely with the University Physician, EHS and DPS personnel, are pursuing this installation.

Action Items for Safety Committee Members
- Verify correct emergency contact info lab on doors
  Emergency contact labels are available from EHS 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.)

- Annual Unit Safety Reports were submitted from:
  Chemical Engineering and Material Science
  Composite materials and Structures Center
  Civil & Environmental Engineering

Additional Resources
- Copy of Annual Unit Safety Reports (See Attachment below)

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

Respectfully submitted,

Jeff Curtiss
College of Engineering Safety Committee Chair
January 31, 2013

Satish Udpa, Ph.D., Dean
College of Engineering
3410 Engineering Building

Dear Dr. Udpa:

On Thursday, January 31, 2013, I conducted a fire safety inspection of the Engineering Building. Mr. Terry Casey accompanied me on the facility tour.

The following fire safety issues were noted during the building tour and are listed below. Items listed below are a violation of the National Fire Protection Association, Life Safety Code (NFPA).

1. The fire door next to 2153 needs to latch.
2. The fire door next to 2266 needs to be repaired so it will close properly.

Housekeeping throughout the facility was excellent.

If you have any questions or concerns, please contact me at 432-1587.

Sincerely,

Denis Zietlow
Fire Marshal
MSU Police

CC: Mr. Terry Casey, Engineering Research Complex
Ms. Margaret Wade, Director Engineering Research, 3428 Engineering File
January 31, 2013

Margaret H. Wade, Ph.D., Director
Engineering Research
B100 Research Complex-Engineering

Dear Dr. Wade:

On Thursday, January 31, 2013, I conducted a fire safety inspection of Engineering Research Complex facilities. The inspection included the facility at 2857 West Jolly Road. Mr. Terry Casey accompanied me on the inspections.

The safety deficiencies noted during the facilities tour are listed below.

ENGINEERING RESEARCH COMPLEX
Remove the plastic gasoline container from Room C-10-D. All flammables must be in approved safety containers.
Housekeeping throughout the facility is very good.

E-WING
No violations noted.

JOLLY ROAD FACILITY
The east exit needs to be clear of obstructions and tripping hazards.
General housekeeping could be improved. Dispose of unneeded items and debris on the floor and eliminate trip hazards.

CONCRETE LAB
No violations noted.

If you have any questions or concerns, please contact me at 432-1587.

Sincerely,

Denis Zietlow
Fire Marshal
MSU Police

C: Mr. Chuck Reid, Director Land Management
109 Agriculture Hall
Satish Udpa, Ph.D., Engineering Dean
Mr. Terry Casey, Engineering Research Complex
File
Michigan State University  
College of Engineering  
ANNUAL UNIT SAFETY REPORT

1. Name of unit: Civil & Environmental Engineering

2. Annual report completed by Irene Xagoraraki on July 10, 2014  
(Name of individual)  
(just)  

3. The Unit's representative responsible for safety administration is  
I. Xagoraraki whose term expires Summer 2015  
(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 5-12-14 and 5-13-14  
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 (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?
Michigan State University
College of Engineering
ANNUAL UNIT SAFETY REPORT

1. Name of unit  Composite Materials and Structures Center

2. Annual report completed by  Brian Rook  on  6/30/2014
   (Name of individual)  (Date)

3. The Unit's representative responsible for safety administration is
   Brian Rook  whose term expires  7/31/2015
   (Name)  (Date)

4. Membership of the Unit Safety Advisory Committee is:
   Name  Status (faculty, staff, graduate student, etc.)
   Brian Rook  Staff
   Mike Rich  Staff
   Per Askeland  Status
   Ed Brown  Status

5. Annual safety audits (inspections) were completed by: (circle those that apply):
   ORCBS  between the dates of  May 1, 2014 and  May 10, 2014
   DPS  between the dates of  and  
   Other  between the dates of  and  

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?
Michigan State University
College of Engineering
ANNUAL UNIT SAFETY REPORT

1. Name of unit  Chemical Engineering & Material Science

   (Name of individual)  (Date)

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

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

5. Annual safety audits (inspections) were completed by: (circle those that apply):
   ORCBS  between the dates of 2/15/14 and 3/15/14
   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?
Michigan State University
College of Engineering
ANNUAL UNIT SAFETY REPORT

1. Name of unit  Mechanical Engineering

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

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

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

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
   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
   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
   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
   If no, explain why?