

# MATERIALS RESEARCH INSTITUTE

## ANNUAL SAFETY REPORT

**REPORT COVERING DATES:** Fall 2012-Spring 2014

**DATE OF LAST REPORT:** N/A

### EXECUTIVE SUMMARY

This is the first annual safety report since the inception of the Millennium Safety Initiative, which kicked-off in the fall of 2012. The report highlights important safety improvements across the labs housed in the north wing of the Millennium Science Complex (MSC) and the efforts of faculty, students, and the MRI Safety Committee (MRI-SC) to make the lab a safe environment for users and north wing occupants. The report encompasses but is not limited to these categories: Current Initiatives, Safety Successes, Safety Opportunities, and Future Initiatives.

### 1. CURRENT INITIATIVES

#### 1.1 Lab Manager Meetings

Lab Managers will meet bi-monthly (six times a year) with the +50 lab managers from the north wing to exchange ideas and transfer information. The vision is to develop Lab Safety Officers that take an active role in leading a safety culture among lab users.

#### 1.2 Standard Operating Procedures (SOPs)

Graduate student Tony Barthel is leading the effort to develop a library of SOPs. SOPs will be developed during lab manager meetings and stored on MRI's Safety webpage.

#### 1.3 MRI Safety Website

MRI's Safety webpage, <https://www.mri.psu.edu/facilities/safety/>, developed this past year, is a plentiful source of information that includes safety overviews, emergency contact information, training requirements, and lab manual topics. It is designed to be a resource for users, faculty and staff, as well as for external customers.

#### 1.4 Safety Goals for 2014

Incorporated below; see section 4.

### 2. SAFETY SUCCESSES

#### 2.1 Formation of a Safety Committee

MRI's Safety Committee (MRI-SC) was established in the fall of 2012. It plays a key role in sustaining, supporting, and keeping safety in the forefront of awareness. The committee consists of 15 members with broad representation from students, facility staff, building staff, and faculty. The primary charge of this group is to bolster the safety culture throughout MRI and to provide a focal point for safety discussions.

#### 2.2 Integrated Safety Plan (ISP)

Early on, the MRI-SC completed requirements qualifying MRI to participate in the Integrated Safety Plan initiative. MRI is now in Phase II of this process. The initiative helps build a structure for managing workplace safety through the implementation of three core elements: leadership commitment, employee involvement, and a self-review process.

#### 2.3 Safety Glasses

The OSHA mandatory safety glasses program has been in effect since fall 2012. Every researcher who resides in the north wing and works in a laboratory is issued a pair of safety glasses upon completion of the safety training. Additionally, each of the 50 labs is provided with the first



Figure 1 Integrated Safety Plan Certificate

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round of “visitor glasses,” placed just inside the lab door to ensure all (visitors) maintain a safe environment.

### 2.4 Chemical Labeling

New chemical labeling was implemented in fall 2012 for improved safety. Each bottle is properly labeled, listing which chemical it contains. This insures safe practice for all users, in addition to first responders in the event of an emergency.

### 2.5 Signage for Personal Protective Equipment (PPE)

Signage about PPE is placed outside lab entrances, listing basic attire/ equipment required to work in that lab. Lab managers play a further role in ensuring that proper personal protection equipment (PPE) is worn.

### 2.6 Inspections

Informal (internal) and formal (EHS) inspections are the norm. PIs and lab members are sent notifications about inspections, which helps promote compliance in all labs.

### 2.7 OSHA Certification

New 2013 OSHA Laboratory Hazard Communication certification was completed in December 2013 by ~350 occupants and lab users. Future building occupants will complete this same online certification, as well as the annual lab refresher course.

### 2.8 Multiple PI Labs

Committee member Jeff Long developed a notebook model for labs when there are multiple PIs using one lab. Lab Safety Plans for multiple PI labs must be found in one single notebook. The one notebook must include the emergency contact, safety protocol, and chemicals in use for each PI working in that lab. This model is in use and has been found to work well.

### 2.9 Safety Minute at Millennium Café

Safety highlights are featured two times per month prior to the start of the weekly M-café presentations. Each Safety Minute reinforces the significance of safety, and the message is delivered to ~75-90 M-Café attendees.

### 2.10 RIMS Recordkeeping

MRI has partnered with EHS to keep track of over ~350 annual safety refresher courses. Recordkeeping is now in place to electronically and automatically notify users when their certifications need to be renewed by taking the safety refresher online course.

### 2.11 MRI Safety Week

MRI co-hosted with Materials Science and Engineering the First Safety Week in September 2013 with an invited speaker from industry, Jim Loftus of Owens Corning. He addressed the importance and value that industry places on safety practices. His fundamental message was respecting safety rules for oneself and for others sharing the same space whether they are colleagues, co-workers, or fellow students.

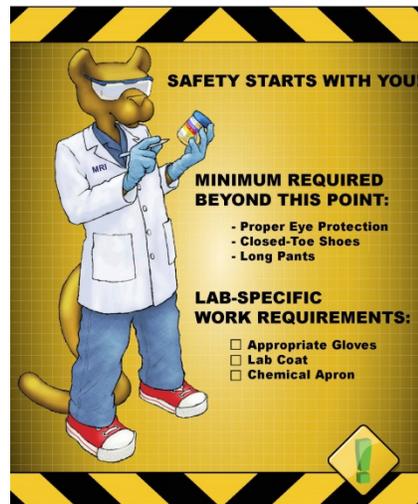


Figure 2 Lion in PPE Attire

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### 2.12 MSC Safety Agreements

- a) MRI Safety Agreement is for existing and future building occupants stressing the importance of safety within all MRI labs in this building.
- b) Safety Memorandum to PI's is a signed memorandum by ~ 28 PIs with labs in the north wing acknowledging the importance of safety and agreeing safety is stressed to students under their supervision.



Figure 3 Advertisement: First Safety Week Speaker

### 2.13 Stall Wall Signs

MRI-SC initiated safety education by developing stall wall signs each month. Stall wall signs feature one or two safety-related topics which are then hung in both the men's and ladies restrooms of the north wing. Informal surveys indicate that signs are read and worth continuing. Initially led by grad student Jarod Gagnon but currently grad student Mel Hainey is responsible for stall wall sign development.

## 3. SAFETY OPPORTUNITIES

### 3.1 Tracking Safety Using the Research Instrumentation Management System (RIMS)

Recordkeeping is a complex topic in the north wing because not all building occupants have a RIMS accounts. Faculty labs frequently house researchers that have no need for a RIMS account and are therefore non-trackable for safety or other violations. MRI-SC is working with IT and EHS to transform the recordkeeping process in order incorporate safety into RIMS so all records are maintained in one area.

### 3.2 Continued Safety Education

The Committee recognizes the role of safety education. Listed are a few examples of safety education.

- a) Highlight at each Lab Managers Meeting a safety education point
- b) Conduct random lab checks to facilitate a culture of safety
- c) Advertise the new Principal Investigator (PI) Orientation now offered by EHS
- d) Advertise safety as an issue of health and not only an issue of compliance to rules and regulations

## 4. FUTURE INITIATIVES AND GOALS (Strategic Plan)

Outlined and enumerated below are the Committee's 2014 goals.

### 4.1 Library of SOPs

Develop a library of safety SOPs and add to MRI's website.

### 4.2 Emergency Response

The committee plans to ask campus emergency services to conduct an emergency practice in order to determine if their response time is adequate to meet air quality and oxygen depletion levels in labs and chemical hazards.

### 4.3 Student Representation

The Committee seeks to recruit more student representation. Students are primary lab users and on the "front line". Student input is necessary and valuable.

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### 4.4 MSC Building Orientation

Development is under way for a north wing orientation which all occupants must attend when assigned to the building. The Orientation will focus on topics of safety training requirements, chemical usage in labs, general safety topics basic to lab operations, and a range of other related safety concerns.

### 4.5 Completed MRI Safety Website

Develop a Safety website section for MRI's website. Its purpose is to be a full resource for the viewer and lab users by listing MRI safety contacts, training requirements, emergency information, CHIMS information, and other pertinent information.

### 4.6 Safety Education

Continually seek new formats to present safety education so that safety is recognized as critical and standard within MRI.

### 4.7 Safety Article in MRI *Focus on Materials* magazine

Submit an article to MRI's *Focus on Materials* magazine. Some aspects of the article would include: the significance of safety to MRI labs, safety goals and accomplishments within MRI, student involvement with safety, and the partnering with EHS and MatSE.

### 4.8 Annual Safety Report

The Committee will submit its First Annual Safety Report to the MRI Director. It will encompass successes, areas for improvement, and future initiatives. Thereafter, the report will be submitted yearly.

### COMMITTEE MEMBERS

Josh Robinson	Professor Materials Science and Engineering	Committee Chair
David Sarge	MRI Facilities Manager and Safety Director	MSC Safety Director
Josh Stapleton	MCL Operations Manager	
Bob Cornwall	MRI Managing Director	
Maria DiCola	MCL Technical Staff	MSC Safety
Chad Eichfeld	Nanofab Research and Development Engineer	Nanofab Safety
Colette Orlandi	MCL Administrative Support Assistant	Safety Committee Staff Support
Tim Klinger;	MRI Engineering Aide	MSC Building Support/Safety Assistant
Jeff Long	MCL Technical Staff; Electrical Characterization	
Lizz Michael	Student Leader Member	Lead Lab Manager
Mel Hainey	Student Leader Member	Stall Wall Signs
Tony Barthel	Student Leader Member	SOP's
Scott Henninger	MatSE Research Equipment Designer	MatSE Liaison Consultant
Bruce Walker	MRI Administrative Support Coordinator	MSC Building Support/Safety Assistant

MRI Safety Report  
Highlighting Initiatives and Accomplishments Since 2012  
Short Summary with Details of MRI Safety Committee Meeting Action Steps – **Appendix 1**

**MRI Safety Initiative Meeting  
April 10, 2014**

**ACTION STEPS - IN PROGRESS**

1. Report on MRI Lab Managers first meeting (March)
2. Status of new MSC Building-wide Orientation Maria +David
3. Update on new Safety Committee chair beginning July 2014 Josh
4. SOP's: Tony Barthel (new to committee/Seong Kim's group) to lead in writing library of SOP's; will eventually coordinate with Jen McCann to direct users to a link where SOP's are stored. Tony
5. Safety Education is needed; i.e. chemical safety ed; use all opportunities to educate, peers and faculty make rounds to check on use of safety practice(s); build culture of safety with time and consistency
6. Fire Alarms: when exiting people can exit using main entrance door. Can people congregate under the cantilever or must they move to Pollock & Bigler intersection?
7. Review short term and long term action steps listed below-Josh
8. Discuss that students/non-users who are not in RIMS need to be in RIMS; we need a way to track non-users in RIMS and to make any report re: a violation/warnings –Bob
9. MRI will begin tracking kinds of violations for reporting; use for identifying areas of improvement; discuss re-implementing a 'reward' program –where did we get with this? Bob
10. Review, Identify and Implement Safety Goals for 2014-Josh
  - 1) Library of SOP's/EHS website has UCLA Template/could accomplish in-house Tony Barthel might spear head-Tony Barthel to take lead
  - 2) Fire Drills: involve campus authorities to practice response and to check timing for air system /oxygen level
  - 3) Recruit more students for Safety Committee; need student representation, their ideas and input; consider meeting with Lab Overseers at 5 pm and feed them
  - 4) After-hours violators, can they be penalized differently? Nano fab enforces the Buddy system but Nanofab staff stays late in the evening – no solution yet
  - 5) Complete MRI Safety website – 2014 goal
  - 6) Continue with EHS's Safety Minute at M-Café
11. Provide 2013 Report to Carlo; under development and review - Colette
12. Ongoing: ideas for stall wall signs: ideas from larger group
13. Ongoing: safety ideas to highlight at weekly M-café: ideas from larger group

**ACTION STEPS - SHORT TERM FUTURE**

- MRI safety website; same as above; is a 2014 goal: Bob
- Digital Recordkeeping: we now have access to EHS data on who is trained on what. Currently (Rick of IT) is working toward setting up alerts when training is about to expire : Bob
- Add to Lab Inspection List: keyboard signage, is it for glove use only or without glove use
- EHS Databases; EHS is rewriting code for MRI access so safety certification can be verified: Bob
- Communications: place statement on UFIS form stating that it is a requirement to receive official RIMS notices

**ACTION STEPS – LONG TERM FUTURE**

- Chemical corridors and west corridor in basement; progress in both areas; cleaned to point of approachable acceptable fire safety: David
- Status + follow-up of storage space in N-MS; students need space for samples if samples cannot be at their desk; solution is long term -larger group to look at options
- Fire Evacuation: floor plan and signs including plans for wheel chair evacuation
- Development of safety video in collaboration with MatSE
- Safety Competitions – “Crazy Safety” and Slogans – consider safety slogans and make it a competition amongst users
- Institute Initiative: initiate an Institute-wide safety website to ensure uniformity across OVPR Institutes

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**ACTION STEPS - COMPLETED**

- 11/12 Carlos' email announcing MSC Safety Initiative
- 11/12 EHS Nov. Inspection: update of MSC lab inspection and sending the deficiency email
- 10/12 Lab Emergency Contact signs-building wide all are hung
- 11/12 PPE Signs and all associated plastic sign holders- building wide all are hung
- 11/12 Safety glasses: ordered, arrived and distributed at Lab Managers meetings
- 11/12 Robinson hosted two lab manger meetings: 12/7 and 12/10
- 12/12 ISP Information: presented by Mark Linsenbigler of EHS
- 12/12 Safety Committee Personnel modifications: added Tim Klinger of MRI Facilities
- 12/12 Invited students to be part of Safety Committee. Three replied: Anna Domask (Mohney), Mingda Zhou (Siyang Zheng) and Jarod Gagnon (Redwing)
- 12/12 Discussed topics in preparation of Lab Manager meetings; include the near miss incident/accident report
- 12/12 Researched and announced that disposable containers for waste (1gal.) can be requested from EHS; they have recycled containers for reuse
- 12/12 Educate second floor users: no cutting through labs; sign made by Josh Robinson
- 12/20 Dicola and Orlandi hosted two make-up MSC Building Lab Mangers meetings
- 1/13 Develop label for receiving packages: remember to open only in lab + to update CHIMS
- 1/13 Research possibility of lockable storage cabinet dedicated to Safety and placing near N-041 (Bruce Walker's office)
- 1/13 Ordered case of vented caps for chemical bottles; to be distributed to all MRI labs; delivery due Feb
- 1/13 Re: issue of confidentiality when labeling chemical bottles. Official reply from Kate Lumley-Sapanski of EHS; list the chemicals with approximate percentages but not exact percentage
- 1/13 Discussed lab keys for RD, HD and CH class cabinets: they are not necessary but for the exception of ITAR materials.
- 1/13 Safety Communications defined/clarified reporting of near miss accidents/incidents and general communication about safety in the MSC building. Venue was identified; content and who receives such reporting.
- 1/13 MRI admin completed safety training online and attended course taught by EHS (Mike Houser)
- 1/13 Visiting participant: Ruth Weber, Office of VP Research in regards to a safety position partially funded by VPR
- 1/13 New student representation: Jess Chalathorn
- 1/13 Safety article is completed (by Walt Mills). Article will first to be published in the Material Research Society Bulletin then published in-house such as MRI website or MRI's Focus magazine
- 1/13 Announced annual self-lab inspection
- 2/13 Stall wall info sheets are in each restroom building wide
- 2/13 Safety Newsletter: Jess Chalathorn and Bob Cornwall will be liaison.
- 2/13 Central reporting of labs/lab changes/lab managers/lab PI's/ lab moves, lab managers, emergency contact information: Maria is keeper of such changes. She will keep record in her master EXCEL and report any changes at each Safety meeting
- 2/13 Vented caps ordered: Colette
- 3/13 Safety Minute promos showing @ beginning of M-Café
- 3/27 & 28 Two CPR/AED trainings held in-house
- 3/21 Red trash cans ordered (Bob)
- 3/21 Working relationship established with MATSE; MRI is a contributing partner to safety newsletter: re: Bob Cornwall and Jess Chalathorn are primary contacts with MATSE

## MRI Safety Report

### Highlighting Initiatives and Accomplishments Since 2012

#### Short Summary with Details of MRI Safety Committee Meeting Action Steps – Appendix 1

- 3/21 Stall walls signs/topics; plans, ideas and implementation directed by Jarod; entering third issue phase
- 3/21 Vented caps arrived and available for use/distribution in labs; see Bruce
- 3/22 Announcement email sent re: April visit by MATSE External Advisory board (EAB)
- 3/21 Discussion about safety glasses for tours/visitors; store 10-12 near lobby area, first floor kitchen
- 3/21 MCL cleaned up its corridor area; nice improvement
- 3/21 Jeff Long developing general notebook plan of how Multi-PI Labs keep records; one notebook per lab with SOP's for each lab area; note that Unit Specific Plan must still exist and is kept in primary lab; emergency contact information should reflect name of Lab Manager or Lab Overseer
- 3/21 Visitor safety glasses (tours); a stock of safety glasses are stored in 1<sup>st</sup> Floor kitchen area; Jaime Reish has key to cabinet; tour guides remember to return visitor classes
- 3/2 Self-inspections for the cleanroom and subfab: 1) Chad will do self-inspections for clean room and sub fab; 2) Tim will periodically inspect as needed
- 4/30 PPE signs leading into corridors and chase areas are changed (Hannah)
- 4/30 Evolving discussion about ways to highlight safety complaints in the building. Decided to give \$5.00 HUB gift cards randomly, during lab inspections to individuals following safety practice in the lab
- 4/30 Reminder that safety concerns are reported to this email: [MRIsafety@psu.edu](mailto:MRIsafety@psu.edu); it's ready by Chad, David and Maria
- 6/6 HUB \$5.00 eatery cards purchased and distributed for use among Nanofab, MCL and Maria to issue to users during random lab safety inspections
- 6/6 Safety Mission Statement Form: handled by MRI's HR Lisa Kassab; every building occupant signs at time of building intake; project underway for current building occupants to sign form
- 6/11 EHS's Mike Houser presented brief Safety Tip at the beginning of weekly M-café; will work out a schedule with Mike and how it goes for on-going pre-M-café safety tip and how to proceed
- 6/11 Phase 1 of EHS's ISP plan is complete making MRI eligible for insurance indemnity and cost sharing; will now start of Phase 11
- 6/5 Multi-PI lab meeting hosted by Maria and Jeff with lab managers to discuss record keeping of multi-PI labs
- 7/10 Safety Memo to PI's sent 7/1; PI's sign memo and their lab managers also sign the form; it acknowledges what is already in place re: following safety practice; reminder email was sent 7/10 to sign & to note significance of safety
- 7/10 Eyewashes: EHS is checking these annually; EHS would like to move this responsibility to Preventative Maintenance (PM); Lab eye washes are checked regularly by Lab managers; Hallway eye washes need regular checking; requires special check because there is no sink
- 7/10 Lab Inspections: Maria's inspected 20 labs; half are good and half need correction; students are responsive; New action step will be to notify the PI when there is an infraction in their lab
- 7/10 Note new action step is to notify the PI when there is an infraction in their lab
- 7/10 Lab Inspections: David Sarge made note of new impending OSHA compliance coming in the fall of 2013 re: Standard Labeling of Hazardous Material. New material will be recorded in the Laboratory and Res. Safety Plan (LRSP) and revising of the Unit Specific Plan. Additionally, a mandatory online training course will be on EHS website. Look for more info and details
- 7/10 M-Café Safety Announcements: EHS's Mike Houser is presenting brief Safety Tip at the beginning of weekly M-café; going well

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- 7/10 EHS is now able to retain certain information digitally; items like safety certification, lab inspections, SOP's; however, in the Lab Research Safety Plan (LRSP) book it must be cited where to locate the information digitally
- 7/10 HUB \$5.00 eatery cards purchased and distributed for use among Nanofab, MCL and Maria to issue to users during random lab safety inspections; note expiration date is 9/31/13.
- 7/10 MRI Safety Week; this is MSC's first safety week; we are taking a flexible view towards it to see what is well attended and what is not; one section will be mandatory (Lab Manager Overseer); Jim Loftus of Owens-Corning will speak at both MatSe and at MSC on Thursday, September 5 @ 1:30 pm
- 7/10 Maria and Jeff hosted Multi-PI lab meeting with lab managers; discussed record keeping of multi-PI labs; Lab Overseers do not have to duplicate certificates in the Lab book however, the Overseer must document in the Lab book where to find certificates; nor do Lab Overseers need to duplicate the Unit Specific Plan in their Multi-Pi lab but the Overseer must document where to find any Unit Specific Plan associated with their Multi-Pi Lab.
- 7/10 Note Overseers Responsibilities:  
Complete all lab supervisor duties as listed by EHS  
In a shared lab, the Overseer must ensure group managers have placed their paperwork into the Lab notebook  
Must keep all this information tabulated and organized in the Lab book on the door of the shared lab  
Must do the annual lab inspection  
Must check the chemical waste  
Must check the eyewashes
- 9/6 Completed first MRI Safety Week; need to increase attendance; maintain safety presence at the M-café and mandate attendance at guest speaker talk
- 9/6 Two levels of categorizing violations  
Class I Violation: working in such a way where you put your own safety at risk by your actions, but not the safety of other users or staff of the facility.  
User issued a warning.  
Three Class I violations they will be removed from the facility.
  - User will have access to the facility revoked.
  - Safety committee alerted to violations.Email is sent to advisor/supervisor detailing the safety violation.  
Class II Violation: working in such a way that you put not only your own safety at risk by your actions but also the safety of other users or staff in the facility.
  - User will be immediately removed from the facility
  - Access to the facility is revoked.
  - Email is sent to advisor/supervisor detailing the safety violation
- 9/6 Ongoing discussion re: pro's/cons of mandating the refresher course each year during the safety training week, or possibly during annual lab inspection. For now let's not mandate it to the September date but keep it at MRI's suggested date of every January
- 10/13 Carlo is to talk with Neil Sharkey regarding the issue of safety and elevating it to a high level operating standard
- 10/13 Discussions surrounding an EHS employee being housed in MSC building for an EHS presence; David Sarge will talk with Alan of OPP Area 6 about a desk in their office space (part-time). Noted is fact VPR is hiring a safety position employee so would EHS be needed; could the VPR position be housed in MSC?
- 10/13 Inspecting Eyewashes Regularly – is to be the responsibility of the lab managers and not MSC building staff
- 10/13 J. Robinson to talk with Carlo about lab exceptions and violations particularly concerning non-compliant faculty
- 10/13 Colette will send regular listserv announcements regarding new OSHA regulation; every other week in October then in November send them weekly

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- 10/13 MRI Safety Agreement Form – Colette and Josh’s new hire Rosemary will work on obtaining signatures from all building occupants (~340 people)
- 10/13 Evaluation of 2013 First MRI Safety Week- a plus is that the importance of safety is stressed by the whole MRI organization while a negative is that attendance needs to be increased. How can attendance be increased? Continue to unitize M-café for one safety presentation. Can the guest speaker presentation be mandated attendance
- 10/13 A test trial for a narrow 4” shelf for beverages outside labs will be made. Tim is making it for outside lab 007. Long term solution for other labs still remain up for discussion.
- 10/13 Polymer spill in N-345 cleaned up reasonably well – David Sarge
- 10/13 EHS’s Tony Cygan talked about the new HazCom program; highlight the 12/1 deadline
- 11/13 Mingda Zhou; a student rep, joined Safety Committee
- 11/13 MatSE EAB pleased with state and progress of safety culture; appreciate the control RIMS affords management when there is a safety violation; could have more control; open discussion re: use of swipe cards to enter individual labs; to be discussed at faculty meeting
- 11/13 Safety glasses need to be worn in all labs; email notice needs to be sent explain only exception is when using a microscope and when viewing a computer screen
- 11/13 Evacuation Plan complete and will be on Safety section of MRI’s website
- 11/13 Plans re: a Fire Drill is to consider a drill with the police authorities and their response to an alarm; David to talk with the campus police department; many complexities to work out for such a drill; should be a planned drill to limit costs such as in the Nanofab
- 11/13 David noted the ISP was utilized to cost shared with MRI; room 129 needed glass pouring
- 11/13 Progress continues in IT area; working on 3 tasks:  
Reminder to users when safety training is about to expire  
Lockout of users in RIMS whose safety training has expired  
Rebuilding of RIMS to accommodate training requirements per lab
- 11/13 Jen McCann updating MRI ‘s safety website; should be ready soon to launch
- 11/13 Tim still planning to make narrow shelf for outside of Lab 007 to hold beverages
- 11/13 Noted MRI’s Safety Committee is now one year old
- 11/13 Building Occupants Safety Agreement Form; over half complete + turned in; plan is to be finished by Christmas break; many occupants are out of town
- 11/13 Maria noted EHS’s official inspection start Dec 9<sup>th</sup>; will be a few hour per day for a couple of days
- 11/13 Group contributed several stall wall sign ideas: change gloves after use; address general lab and office clutter; proper container labeling
- 11/13 Group agreed to put sign on Hoods to remind folks to keep the Hood closed to save on energy
- 1/14 EHS Dec. 2013 inspections overall positive; half MRI labs had perfect scores; top 3 violates were:
  1. Unit Specific Plan signatures
  2. Up to date Unit Specific Plan
  3. Up to date CHIMS
  4. 2<sup>nd</sup> most popular violations( about 10 labs had these) had to do with labeling, receiving, documenting waste and separating chemicals
  5. Everyone does their eye wash checks...no one failed that this time (thanks Bruce)
- 1/14 OPP now checking hallway eyewashes once a month
- 1/14 2014 Goals
  1. Library of SOP’s
  2. Does EHS have SOP’s
  3. Fire Drills: involve campus authorities to practice response and to check timing for air system /oxygen level

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4. **Recruit more students for Safety Committee; need student representation, their ideas and input; consider meeting with Lab Overseers at 5 pm and feed them**
  5. **After-hours violators, can they be penalized differently? Nano fab enforces the Buddy system but Nanofab staff stays late in the evening**
  6. **Complete MRI Safety website**
  7. **Continue with EHS's Safe Minute at M-Café**
- **1/14 Josh Robinson's time is up effective June 30<sup>th</sup> as chair for the Safety Committee; provide him with suggested MRI faculty who could replace him; Josh still deciding if he will continue**
  - **1/14 Suggestions jazzing up Safety Education**
    1. **Safety Fair (one of the booths could be take your photo with the safety mannequin!)**
    2. **Safety "Game Show" – set up in Millennium Café. Presentation with photos and questions. Audience involvement. Role playing. Cheap giveaways or candy as prizes.**
    3. **Safety Mannequin – "Where's Waldo" idea – place the mannequin in different parts of building. Have to find it and figure out what's wrong. Maybe have a drawing for all the right answers.**
  - **2/14 Big thank you to Jarod Gagnon for his participation and the stall wall signs he regularly made; best wishes towards his degree-Josh**
  - **2/14 Introduce Mel Hainey Jarods' replacement -Josh**
  - **2/14 Decision to host Lab Mangers meeting to broaden and involve students; host bi-monthly; initiate within the student rank's, PI's will follow; safety varies lab to lab**
  - **2/14 Will re-implement reward program to give out for following safety practice**
    - **Users Facility...covers cost of own reward cards**
    - **MRI will cover cost for faculty labs**
  - **2/14 Discussed value of involving students more in safety throughout the building; peer education is valuable**
  - **2/14 Discussed problem of safety eye glasses not being worn; eye glasses disappear; need to hand out glasses at Tuesday morning training; some people**
  - **2/14 MSC Building Occupants Safety Agreement Forms – completed, now form is singed with Lisa Kassab when seeming see her for HR work and assignment into the building**
  - **2/14 Approach Safety as a healthful aspect vs. compliance; could be an improved way to view safety; begin this approach; need logo; "live longer, work safely"**