MEMORANDUM

Date: October 16, 2019

To: Chemical Hygiene Committee

From: J. Marvin Pratt, Director of Environmental Health and Safety

Subject: Chemical Hygiene Committee

Present: Dan Clark, Jonathan Day, Randy Miller, Chuck Sellers, Holly Swan, Betsey Tamietti, Kenny Wahl, Blain Wells

The Special Chemical Hygiene Committee meeting commenced at 2:00 p.m. in Park II, Room 119.

As stated at the September 24, 2019 meeting, Mr. Pratt advised the Committee the Health and Safety Audit has been received and there are 11 areas that need to be addressed, responses formalized by the Administration, and submitted to the Chancellors Office by February 15, 2020.

A special meeting of the Chemical Hygiene Committee was called to address:

Section 2 – Student Health and Safety Training; which states the campus did not always maintain records showing student completion of health and safety training.

   a) Develop an effective process to ensure that students receive required HS training and that training records are appropriately maintained.

   b) Establish a process to verify that all students working in laboratory settings are identified and provided with the required laboratory safety training.

Mr. Pratt stated the departments need to identify the labs; students using the labs; develop an effective process that students are provided and completed the required training, and that training records are appropriately maintained.

The Injury Illness Prevention Plan (IIPP) states it is the responsibility of deans, directors, and department heads to develop and administer student health and safety training.

Mr. Pratt advised during the Audit 30 student training records were requested. Most of the training records were located; however, there were a few records that were not legible, and the names could not be confirmed. Mr. Pratt noted in the past, student contracts were scanned into Perceptive Content and archived for 4-years.
Discussion followed:

- Blackboard Learn is the primary learning management system for Academic faculty and students for courses, assignments, and tests.

  Blackboard is currently being used for student contracts that describes the rules of the laboratory, conduct, student agrees to observe and abide by the rules, and electronic signature.

A question was asked, in Research Labs how do we verify all students, including students added to a course, have signed the student contract.

- Using Blackboard, before the start of each course, during registration students must first read and electronically sign the student contract before they can complete registration. This is part of the student’s grade, failure to do so can result in dismissal from the course or a reduction in course grade.
- If the student has not completed and signed the student contract before the start of the course, the student cannot attend and will receive a Fail for the course.
- Electronic signatures are maintained for longer periods of time.

Dr. Day stated currently there are student contracts maintained in binders by year then by semester.

Chuck Sellers stated Ag faculty maintains their own records. Mr. Sellers stated he will request a meeting with Dr. Doyle and Mr. Pratt to discuss this issue further.

Randy Miller requested the members send to Marvin Pratt a brief description of:
  - How do the departments handle student contracts.
  - How is training presented and documented.
  - How do the departments follow-up on documented training.
  - What are some new controls we can put into place.

There being no further business, the meeting adjourned at 3:00 p.m.