SAFETY COMMITTEE MEETING DOCUMENTATION

Department: Space Sciences Laboratory  
Meeting Date: 12/21/2012  
Meeting Chair: Jorg Fischer  
Title: Chair, Safety Committee  
Attendees: Ron Phillips, Lindsey McKee, Zania Harris, Jillene Bohr, Christopher Scholz

NOTE: This form, meeting minutes, or a similar record must be completed for each Safety Committee meeting held.

[1] Issue Discussed:  
Emergency response time for SSL

Two suggestions were made. One, to talk to UCPD to change first response team to Shasta/Grizzly peak firefighters. Safety Committee members. Zania Harris reports that she has researched the issue and the 911 emergency responses are a system-in-place with a round-robin first response between Oakland, Berkeley, and LBNL. The committee plans to keep following up on this, until the response time improves. Currently, medic response time is around 25 minutes. The second suggestion was to drive people who wish to do so directly to a hospital. This would need a liability waiver form, with approval from campus. For many reasons, this approach does not seem to be permissible and it will not be followed up, at this point.

[1.A] Required Actions and Schedule:  
Zania Harris will double-check with LBNL and UC Berkeley again, to see if a faster response is possible. She will report her finding in the next safety meeting, in April 2013.

[1.B] Responsible Party:  
The Safety Committee member Zania Harris will follow-up.

[1.C] UPDATE 1/3/13: Bill Donakowski reminded the community that folks can call the direct line to UCB police is 642 3333, in case of an emergency.

[2] Issue Discussed:  
Training for CPR and purchasing of a machine

We will purchase one AED machine for the Annex, to be installed in the central entry-way area of the Annex. AED and CPR training will be necessary.

[2.A] Required Actions and Schedule:  
Campus is setting up more training classes for CPR. The cost for a new machine is approximately $1500. Updated CPR rule: only chest compressions, no breathing.

[2.B] Responsible Party:  
The Safety Committee member Zania Harris will obtain a quote for a new machine and CPR training. She will work with Jorg Fischer to obtain approval and funding by April 2013.

IIPP - Form - Completed copies of this form must be maintained in Department files for at least one year.  
For questions on any item, please contact your Department Safety Coordinator or call EH&S at 642-3073.
[3] Issue Discussed:  
**Need of an emergency training session and emergency contact list**

There is a need to distribute an emergency contact info list and a list of CPR certified SSL employees. The emergency contact info list will be updated on an annual basis and emailed to all SSL employees.

[3.A] Required Actions and Schedule:  
The emergency contact info list was emailed and the list will be updated and emailed to all SSL employees on an as-need or annual basis. It will also be posted in the lunch rooms. Emergency contact information sheets and/or stickers will be made available at the next safety meeting, in April 2013. A list with folks that are trained in CPR will be added to the emergency contact list after the CPR training, in the Spring of 2013. In the next safety meeting we will simulate an emergency for training purposes.

REMINDER: Currently, we have two AED machines (AED = Automated External Defibrillator). One is located near the Addition lunch room, the other in the Silver business offices area. A list and phone numbers of people qualified to operate the AED machines and instructions are posted next to the AED machines.


[3.D] Update 1/3/13: The emergency contact info list was updated and emailed to all SSL by Jorg Fischer.

---

[4] Issue Discussed:  
**First aid kits throughout SSL need to be well stocked**

First aid kits need to be checked on a monthly basis and restocked, if necessary.

[4.A] Required Actions and Schedule: Reminder for Eric and Antonio to make sure first aid is stocked by the end of January 2013. Safety Committee will follow up in the next meeting.


---

[5] Issue Discussed:  
**Speeding awareness for drivers in the SSL Parking Lot**

Suggested awareness aids were speed bumps, speed signs and striping. Installation of “Caution Pedestrians” or “Ped Xing” signs was advocated for several areas in parking lot. Involvement of the building and facilities committee was recommended.

[5.A] Required Actions and Schedule: Painting of stripes to make the existing speed bump more visible and the installation of “Caution Pedestrians” signs will be researched. Quotes for materials and labor for installation will be obtained before the next safety meeting, in April 2013.

---

IIPP - Form - Completed copies of this form must be maintained in Department files for at least one year.  
For questions on any item, please contact your Department Safety Coordinator or call EH&S at 642-3073

---

[6] Issue Discussed:
**SSL Earthquake Preparedness**

SSL will not be first in line to receive attention and aid. In a past safety meeting, after the last earthquake, it was suggested to have a container in the parking lot or one buried in ground with food and supplies. We need more first aid supplies, for example: water filters and tablets. All SSL employees need to have running shoes and a supply of drinking water at their desk, in case they have to walk down hill. Roads might not be accessible to cars. The need to store emergency blankets was discusses.

[6.A] Required Actions and Schedule: Zania will check Ralph Anderson’s email with road maps in case of earthquake, before the next safety meeting, in April 2013.


---

Dutifully submitted this day, January 18st, 2013,

Jorg Fischer
Safety Committee Chair