

## **Safety Committee Minutes**

**Zoom meeting/ January 19, 2021 @ 3pm**

**Attendance: Fai Leung, Kathy Anderson, Clint Gabel, Leslie Csonka and Russell Logsdon**

**How we send out information for this year's ISP and what we need everyone to do:**

- **January 20, 2021: Russell send out the ISP form request**
- **February 3, 2021: Deadline to turn in the ISP form to the building representative (safety committee designee)**
- **February 4 - 12, 2021: Building representatives review and have mistakes corrected**
- **February 16 – 19, 2021: Committee review session**
- **March 1, 2021: Deadline for committee to return forms to Russell**
- **March 8 – 12, 2021: Russell to give all forms to REM for review**
- **April 30, 2021: Deadline for Indemnification**

**Russell is sending out an email to the faculty with details about filling out the form and the deadlines. He will then forward the same email to staff.**

**All forms will be sent to Becky via email. She will set up a folder in BOX.com and share the folder with the committee. Each representative will be in charge of their location and looking over each form. They will contact the PI that needs corrections and then have the corrected form sent to Becky. When all the forms are received and corrected, we will schedule a Zoom mtg to discuss any questions and finalize the forms for submission. The forms will either be sent to REM via an online box service or via flash drive.**

**An email will be sent about halfway during their 2 week period of getting the forms done. This should ensure that all forms are turned in and corrected by the deadline.**

**This year's email will include a suggestion to complete the Lock-out/Tag-out training on the REM website. This may become mandatory next year.**

**The files sent to Becky should be named as such: Lastname\_Firstname\_Bldg\_Room\_date.**

**Specific sections to watch for mistakes will be Section 21 and Section 22. If you selection yes in Sec 21 you need to answer Sec 22.**