

In this issue:

OSHA Updates Chemical Exposure Limits	2
Did you Know?	2
On The Lighter Side	2
Dear EH&S	2
How to Run an Efficient Safety (or any) Meeting	3
What We're Working On	3

Department of Environmental Health & Safety**Office: BSB D.111****Phone: 710-2900****Fax: 710-2405****One Bear Place #97046****Waco, TX 76798****Website: www.baylor.edu/ehs****Email: ehs@baylor.edu****EH&S Welcomes New Personnel to the Department**

Environmental, Health & Safety is pleased to announce two new additions to our department.

Kenneth (Ken) O'Connor joined our staff on October 28th. He was in Waco prior to taking the job, and has a background in plant management and safety. His responsibility will be working with Student Life on matters concerning general safety and OSHA regulations.

In his spare time, Kenneth is a member of the Waco Striders.

Brent Jones joined our staff on November 18th. Brent came to us from Nevada, where he has a background working with Nevada OSHA and also in emergency response. His responsibility will be working with faculty, staff, and graduate students on matters concerning OSHA regulations.

Brent is a Baylor Alum, and played on the Baylor Football team in the Grant Teaff days.

Brent is grateful for this opportunity to return to Texas and to the Baylor community.

You will be seeing both of these gentlemen around campus as they get settled in their positions.

We welcome them to Baylor and to EH&S, and hope that you will take a moment to do the same.

AT A GLANCE

Ken O'Connor, Safety Specialist
Office: BSB C.119
Phone: 710-2357
Email: Kenneth_OConnor@baylor.edu

Brent Jones, Safety Specialist
Office: BSB A.431
Phone: 710-2492
Email: Brent_A_Jones@baylor.edu

**Lab Safety Committee Meeting Summary**

The Lab Safety Committee (LSC) has been reconstituted and held its first meeting on October 28, 2013. Below is the summary of the meeting.

Present at meeting: Karen Humphrey (Chair), Diane Hartman, Kevin Klausmeyer, Erica Bruce, Doug Nesmith, Randy Hall, Brad Keele, Adam Redmer, Mark Anderson, Bill Raney, Allyson Cliet, Pat Hynan

Not present: Steve Dworkin

Meeting called to order: 3:05 pm

The meeting began with an opportunity for each person present to introduce themselves. Karen Humphrey then stated that the committee would be meeting once a quarter, and would make use of email in the event that something needed attention between meetings. Additional meetings would only be called in extreme circumstances, out of respect to the committee members' schedules. Meeting no objections to that, the discussion then moved on to the general EH&S ideas concerning the role of the LSC.

Erica Bruce suggested that since the Institutional Biosafety Committee (IBC) and Institutional Animal Care and Use Committee (IACUC) were already represented by members of the committee, a member of the IRB be invited to join the committee – so that communication and collaboration between the committees would be made easier.

During the open discussion of the role of the LSC, Mark Anderson asked what the connection was between the LSC and Risk Management. During the explanation of the structural changes that have recently taken place, it became clear that there is not widespread knowledge that EH&S is a separate entity and there is

no connection with Risk Management. Karen Humphrey stated that she will follow up on this, to educate the Baylor community concerning the new structure.

The next portion of the meeting centered on the review and discussion of recently drafted EH&S documents. Brad Keele sought clarification on how the lab safety orientation would work in a lab. A few minor formatting changes were suggested by other committee members.

During the discussion of the PPE Compliance Spot Check, Kevin Klausmeyer asked what the consequences would be for people found without PPE. That prompted a brief discussion of disciplinary actions and how to enforce them. Kevin suggested having a forum of Lab Coordinators and Teaching Assistants to discuss this. It was generally agreed upon by the committee that any disciplinary action should be in the form of a policy that applied across the campus.

Karen Humphrey then summarized the items that she would be following up on: outreach to raise awareness of the new organizational structure, work on a disciplinary policy, and changes to the documents that were suggested.

There being no further business, the meeting adjourned at 3:55 pm.

The next LSC meeting will be held in January. If you have any questions or comments regarding the LSC, please direct them to either Karen Humphrey or to your department's representative.

OSHA Updates Chemical Exposure Limits (from EHS Today)

The agency's new table of recommended exposure limits highlights "the fact that OSHA's PELs are out of date and many of them are inadequately protective," OSHA Administrator David Michaels said.

Most of OSHA's permissible exposure limits for hazardous chemicals were issued shortly after the agency's inception in 1970. Given the challenge of updating those standards via the agency's complex rulemaking process, OSHA is taking a creative approach to protecting workers from exposure to hazardous substances.

The agency recently unveiled two new web resources: one designed to help employers and workers identify safer chemical substitutes, and the other compiling the PELs recommended by the American Conference of Governmental Industrial Hygienists and the National Institute for Occupational Safety and Health.

In a conference call, OSHA Administrator David Michaels asserted that the new web resources are "calling attention to the fact that OSHA's PELs are out of date and many of them are inadequately protective."

"Unfortunately most of our PELs were adopted more than 40 years ago, and new scientific data, industrial experi-

ence and developments in technology clearly indicate that in many instances, these mandatory limits are not sufficiently protective of worker health," Michaels told journalists and others on the call.

It only takes a quick glance at OSHA's new annotated tables of PELs to illustrate his point.

For example: The OSHA PEL for acetonitrile is 40 parts per million; the NIOSH and ACGIH PEL for acetonitrile is 20 ppm.

The OSHA PEL for toluene is 200 ppm on an eight-hour time-weighted basis; the NIOSH exposure limit for toluene is 100 ppm, and the ACGIH exposure limit for toluene is 20 ppm.

"I advise employers who want to ensure that their workplaces are safe and their workers are protected to utilize the occupational exposure limits on these annotated tables," Michael said.

"Simply complying with OSHA's antiquated PELs will not guarantee that workers will be safe."

The annotated tables feature side-by-side comparisons of the PELs, threshold-limit values and biological exposure indices issued by OSHA, Cal/OSHA, NIOSH and ACGIH. While the agen-

cy sees those four comparisons as a logical place to start, Michael added that OSHA is open to including exposure-limit recommendations from other organizations in the future.

Michaels emphasized that the new web pages will not affect the agency's enforcement policies or inspection criteria.

"These are tools that we're putting out, not new regulations," he said.

He noted that many employers already follow the best practices and recommendations listed on the new web pages.

"We're asking employers to begin by looking at the website and [transitioning to safer chemicals](#)," Michaels said. "We've provided a number of very concrete steps that they can use to identify whether there are hazardous chemicals that can be substituted and showing them how to choose the proper substitute."

The two new web resources are "[Transitioning to Safer Chemicals: A Toolkit for Employers and Workers](#)" and "[Permissible Exposure Limits - Annotated Tables](#)."

Did you Know?

Each year, an average of 1,900 residential building fires are reported across the US on Thanksgiving Day. These fires occur most frequently between 11 am and 3 pm, when many people are most likely preparing their Thanksgiving dinner.

That's nothing compared to the fire statistics for the holiday season of December. For the period of time encompassing Hanukkah, Christmas, Kwanzaa, and New Year's Day, there are an average of 128,700 fires. For the first half of December, there are an average of 1.2 Christmas light fires a day. That jumps to 7.7 a day for the second half of December. An estimated 23,600 fires are caused by candles.

Keep this in mind as you're celebrating the upcoming holidays. Use common sense, and always know where the nearest fire extinguisher is.

On The Lighter Side



Dear EH&S

Dear EH&S,

Do we have to wear PPE all the time in an area, or only when we're doing a procedure that requires its use?

-Jane Baylor

Dear Jane,

We're afraid that there's no easy answer to that one. OSHA has a standard on PPE—but, like most OSHA standards, it's pretty vague. It states that an employer (here, Baylor) should do a hazard assessment and then based upon that

it's up to the employer to determine the PPE requirements.

It's then up to the employer to train the personnel on when PPE is necessary, what PPE is necessary, how to use and take care of your PPE, and the limitations of the PPE.

In other words, it depends. We recommend you ask the person in charge of your area. And if you need assistance in determining anything with regards to PPE, please contact EH&S and we'll help you sort it all out.

How to Run an Efficient Safety (or any) Meeting

-An Editorial by Karen Humphrey

Many things cross our inboxes here at EH&S. One that recently caught my eye, even though it's not necessarily directly associated with safety, was an infographic about meetings that came from BOLT Insurance Agency.

There are an estimated 11 million formal meetings each day across the U.S., for a total of more than 3 billion meetings a year. According to this infographic, about 90% of personnel say they regularly daydream during meetings and about 60% say they take fake notes to appear as if they're listening.

One of the most interesting things noted is that an average of 63% of meetings proceed without a prepared agenda. This is probably the single biggest mistake, in my opinion, that can be made in planning and conducting a meeting. This can lead to an inefficient meeting that can drag on and on, with little actually getting accomplished. The infographic recommends not only having an agenda for the meeting, but also having someone assigned to facilitate the meeting by ensuring that all discussion is on-point and that no agenda items get shorted.

Other common problems and proposed solutions in the infographic include:

Lateness: Start the meeting on time. Another interesting idea is to consider having it at times other than the top or bottom of the hour, as this may make the meeting stick out in the minds of the people who are attending. Personally, I have a phone and a computer that beeps at me when a meeting is approaching. Unfortunately, I generally

continue whatever it was I was doing until the last possible moment, before dashing off to the meeting.

Too Many People: If your agenda doesn't apply to half the people at the meeting, then why are they there? Their time could be better used elsewhere. I made a commitment to the LSC, whose meetings I run, that I won't waste their time—and that is one of the easiest ways to do it.

Lack of Productivity: Do you really need a meeting for this? Simply having a meeting because you always have is not an effective way to work, nor is it an effective use of your personnel's time. Regular meetings can serve a purpose, the infographic says, but they can also encourage ruts. I've known people who are cognizant of this and they will cancel regular meetings if there is no reason to meet.

Other tips noted in the infographic were basically meeting common-sense:

- Don't leave a mess in the conference room
- Prepare any handouts ahead of time
- Determine if anyone is absent who will need to be briefed later.
- Run a remote meeting the same way you would run an in-person meeting.

Few (if any) of us enjoy meetings. But some of these tips may be helpful in making the meetings we must all attend more efficient and productive.

Web Bytes

The Art Guide, located on the EH&S website, offers much useful information to those of you working in painting, photography, ceramics, lithography, or sculpting.

The early sections of the guide address things that are common across all the art disciplines. There's a discussion of the shared responsibility for safety, followed by what to do in different emergencies.

The guide then moves into talking about OSHA's Hazard Communication, and the types of personal protective equipment (PPE) that may be required in your work. There is mention of such things as compressed gases, electrical safety, flammable liquids, and waste disposal.

Following the general discussion, the guide then devotes a section to matters concerning some specific forms of art work: Painting and drawing, photography, ceramics, lithography and relief printing, and sculpture.

This guide was developed with assistance from personnel in the Art Department, and we hope you will find it a useful resource.

What We're Working On

The EH&S department is developing an "Employee Handbook" that will be given to all new hires. This small, spiral-bound handbook will give information on matters of health and safety here at Baylor university, along with the resources an employee would need for additional information and assistance.

Departmental personnel are out and about, conducting various types of inspections. If you see us poking around your area, don't panic. We're here to help you advance your safety and environmental programs, not to play "gotcha".

Current Live Training Schedule:

<http://www.baylor.edu/ehs/index.php?id=98325>

Training Matrix:

<http://www.baylor.edu/ehs/doc.php/203191.pdf>

Online trainings available through Blackboard



The staff of EH&S wishes everyone a Happy Thanksgiving, a Happy Hanukkah, a Merry Christmas, a Happy Kwanzaa, and a Happy New Year!

Note: The next newsletter will be in January.

"The Safety Net" is a monthly electronic newsletter published by the Department of Environmental Health & Safety and intended to share information with the Baylor community, promote transparency within the university's safety program, and encourage the continued development of a culture of safety among university employees and students.

Comments, questions, and ideas for future stories are welcomed. Email: ehs@baylor.edu