



## **SAFETY/SECURITY COMMITTEE MEETING MINUTES**

August 19, 2014

9:30AM

2<sup>nd</sup> Floor Quad Conference Room

Members Present:

*Matt Carver, Malcolm Modrzakowski, Millie Mattox, Donette Mizia, Barbara Sanders, and Heather Antolini*

Members Absent:

*Amy Crickenberger, Larry Ware, Bobbi Morgan, and Robin Taylor*

### **PROCEEDINGS**

Meeting called to order at 9:30am by Matt Carver, Safety Coordinator.  
Last meeting (April 22, 2014) minutes were approved.

### **ITEM 1. NEW BUSINESS-August 19, 2014**

#### *Handrails*

Heather notified the committee the Alumni Building needs three handrails replaced/installed

#### *Incident Report*

Matt discussed the latest incident reports and the routing of the reports.

### **ITEM 2. OLD BUSINESS-April 22, 2014**

#### *Safety Showers*

Matt will check with Roger for a part that Millie needs.

#### *Science Building Facilities*

Bobbi Morgan updated the committee April 22, 2014 on new opportunities for the Science Building.

#### *Doors*

Matt checked the door that needed a window at RCBC, also a window needs installed or new door installed in the Alumni Building.

#### *Newsletter*

Matt sent safety updates to Tiffany Wright for the newsletter.

### *Fit Testing*

Millie gave the committee an update on the fit testing of the students. She is also working with Robin Tuckwiller and Angie Amick on training the statewide campus for fit testing. The facilities employees still need to be fit tested.

### *Hazcom*

Heather Antolini inquired about hazardous materials and MSDS sheets posting in the Alumni Building. Matt explained where these are stored. Matt will get with Jeff to update the postings and call Brickstreet for our responsibility level. Matt discussed how the records were kept regarding the hazcom training.

### *Alumni Building*

Heather asked Matt for a walk through of the Alumni to check for hazards. Matt brought up some injury reports to show the committee.

### *Fume Hood*

Matt and Millie discussed the filter availability. Matt will check about getting an outside vendor to change the filters.

### *PDA*

The PDA's are no longer available to use. Larry advised Matt to order a new iPad for maintenance checklists.

### *High Risk Positions*

Matt and Barbara explained to the committee the role of the Occupational Health Physician. Heather inquired the difference in this position and your personal physician. She also suggested that PEIA should administer any covered immunization to employees on campus. Matt will check with Larry and Leslie about contracting an Occupational Health Personnel.

### *Science Building/Training*

Millie updated the committee about the blood borne pathogen training manuals. Millie will check with HR about finalizations.

### *Fire Extinguishers*

The committee discussed if the fire extinguisher training should be made mandatory. Matt will check with Larry about making this training mandatory. Millie notified Matt that some of the fire extinguishers are not in the holders in the Science Building.

The meeting was adjourned.

Respectfully submitted,

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Jill Trent