



SAFETY/SECURITY COMMITTEE MEETING MINUTES

December 12, 2017 10:00AM
2nd Floor Quad Conference Room A231

Members Present: *Matt Carver, Millie Mattox, Barbara Sanders, Amy Crickenberger, Kristie Bridges and Melissa Clay-Miller*

Members Absent: *Larry Ware, Donette Mizia, Bobbi Morgan, and Tina Plaughter*

PROCEEDINGS

Meeting called to order at 10:00am by Matt Carver, Safety Coordinator.
Last meeting (August 31, 2017) minutes were approved.

ITEM 1. NEW BUSINESS-December 12, 2017

Bloodborne Pathogens Manual

The committee agreed to edit the content with the member suggestions and proceed to the next level.

Meeting times

Matt asked the committee members if the meetings could be switched from morning to afternoon due to a conflict with his supervisor over his assigned work schedule. The committee did not agree with the change and agreed to leave the meetings in the morning.

ITEM 2. OLD BUSINESS- August 31, 2017

Sharps

Millie notified the committee that the contract for sharps disposal has been renewed.

Safety Committee Charter

The committee members discussed moving forward with restructuring the charter to fit the committee needs. Kristie suggested having a representative or designee from different buildings attend meetings.

AED/CPR

Dr. Brown will no longer be handling AED training videos. Amy notified the committee that an AED and first aid kits were installed in the new Silo House. She also informed the committee of the cost increase for CPR cards. Matt stated we would continue to provide CPR classes this fiscal year and apply more money into the Safety Budget next fiscal year to cover the additional funds needed.

Fire Extinguisher Class

Matt will schedule training on evacuation procedures for the Science Building employees.

Fire Extinguisher

Matt will coordinate with Millie regarding the annual fire extinguisher testing in the Science Building.

The meeting was adjourned.
Respectfully submitted,

