



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

April 14, 2015

9:30AM

Senior Classroom B331

Members Present: *Matt Carver, Millie Mattox, Larry Ware, Robin Taylor and Donette Mizia*

Members Absent: *Bobbi Morgan, Malcolm Modrzakowski, Heather Antolini, Barbara Sanders and Amy Crickenberger*

### **PROCEEDINGS**

Meeting called to order at 9:30am by Matt Carver, Safety Coordinator.  
Last meeting (January 13, 2015) minutes were approved.

### **ITEM 1. NEW BUSINESS-January 13, 2015**

#### *Fire Extinguisher Training*

Robin asked Matt to set up a fire extinguisher training time/date for RCBC.

#### *Respirators*

Millie reported to the committee Peter Ward has a respirator but has not been fit tested. Matt also mentioned a fan equipped with sensors that was installed in the lab that Dr. Ward is working in may need updated.

#### *Pre-Event Planning*

Matt introduced a form to the committee that helps plan for campus events. This form will list information regarding the event contacts, special requests, and details for safety purposes.

#### *Incident Reports*

Matt discussed recent incident reports.

#### *Hazardous Communication Manual*

Matt discussed details of the manual with the committee. The committee was asked to review the manual and convey any questions or concerns to Matt. The manual will be voted upon after the committee reviews it.

## **ITEM 2. OLD BUSINESS-October 21, 2014**

### *MSDS*

Matt Carver updated the committee on the MSDS progress. The icon has been pushed out to all employees and will be a work in progress for the next few months. Millie and Matt discussed the user rights of the MSDS program.

### *Science Building Manuals*

The manuals were approved by the committee and are now awaiting the approval of legal counsel. Millie will also provide a copy of the manuals to the marketing department for distribution on the website.

### *Sharps Containers*

Donette voiced concerns with availability of sharps containers in labs. Millie informed the committee that she or the nurses at the CEC would be the contact person for these items. She will also looking into more storage solutions.

### *Waste Disposal/Canceling Steri-Cycle Contract*

Millie informed the committee that the state program on managing waste would have to be changed before we can cancel the Steri-Cycle Contract. Larry will follow up with Dr. Modrzakowski regarding the next course of action. Robin will notify Millie with another company that processes sharps containers for other options.

### *Safety Showers*

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

### *Doors*

Matt checked the door that needed a window at RCBC, also a window needs installed or new door installed in the Alumni Building. Matt stated the work order has been issued to install the window for RCBC. Will Alder made the decision to not put in a window in the Alumni Center at this time.

### *Fit Testing*

Matt would like all the facility employees to be fit tested. He also suggested the IT department look into getting fit tested as well. Millie gave Matt paperwork for the employees to fill out and submit back to Dr. Schaper for evaluations. Millie will also set up training for fit testing. Matt brought up the situation of employees with facial hair and complications of fit testing. Millie notified Matt that there is a waiver the employee can sign if they do not wish to shave releasing the institution for any negligence.

The meeting was adjourned.

Respectfully submitted,

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Jill Trent