



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

August 31, 2017 10:00AM  
CEC YE02/03

Members Present: *Matt Carver, Millie Mattox, Barbara Sanders, Amy Crickenberger, Donette Mizia, Bobbi Morgan, Tina Plaughner, Kristie Bridges and Melissa Clay-Miller*

Members Absent: *Larry Ware*

### **PROCEEDINGS**

Meeting called to order at 10:00am by Matt Carver, Safety Coordinator.  
Last meeting (February 9, 2017) minutes were approved.

### **ITEM 1. NEW BUSINESS-August 31, 2017**

#### *Employee Introduction*

Matt welcomed Kristie Bridges as Malcolm Modrzakowski's replacement.

#### *Training*

Kristie discussed the biosafety regulation training and the institutions compliancy. Matt explained how the chemical training is accomplished through an online training course for employees. Kristie will discuss with legal who is responsible at WVSOM for tracking safety regulations. Matt suggested finding out what training is required. Millie discussed the waste management procedures. Matt discussed the Hazardous Communications Manual with the committee.

#### *Sharps*

Millie gave an update to the committee on the financial changes of renewing the permit for hazardous waste management pertaining to the sharps boxes. Committee discussed authority and financial responsibility in decision making for manuals and policy changes.

#### *Safety Committee Charter*

Matt advised the committee that the charter needs updated. Kristie inquired about the state codes and how they regulate the information in the charter. She also suggested meeting with legal to go over the legalities of making the correct updates. Matt proposed a 3-4 person panel of committee members to take on the task of updating the charter. Kristie, Tina, and Millie volunteered to help update the charter.

### **ITEM 2. OLD BUSINESS- April 27, 2017**

#### *AED/CPR*

Committee discussed installation of AED's and First Aid Kits in the new Silo House. Amy and Tina will arrange for these items to be placed at the house. The committee discussed budgeting for AED's, First Aid Kits and Sharps containers. Matt informed the committee that Dr. Brown would be putting together information regarding AED's on campus. Kristie recommended all research assistants receive CPR training. The committee agreed that you should receive CPR training instead of putting out an informational video for the AED's.

*Fire Extinguisher Class*

Matt informed the committee of the upcoming fire extinguisher class. Millie inquired about expanding the class to include chemical safety. Matt and Donette discussed possible dates for the class.

*Fume Hood Testing*

Matt informed the committee that the hoods passed inspection.

*Driver's Training Video*

Jill gave a report on the attendance of training.

*Fire Extinguisher*

Melissa gave a report on the fire extinguisher inspection at Robert C. Byrd Clinic.

The meeting was adjourned.

Respectfully submitted,

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Jill Trent