



SAFETY/SECURITY COMMITTEE MEETING MINUTES

September 24, 2013

9:30AM

Alumni Boardroom

Members Present: *Matt Carver, Malcolm Modrzakowski, Larry Ware, Amy Crickenberger, Millie Mattox, Donette Mizia and Barbara Sanders*

Members Absent: *Melissa Miller, and Bobbi Hoover*

PROCEEDINGS

Meeting called to order at 9:30am by Matt Carver, Safety Coordinator.
Last meeting (June 18, 2013) minutes were approved.

ITEM 1. NEW BUSINESS

Fire Extinguishers

Barbara Sanders notified the committee of Fire Extinguishers has not been checked. Matt followed up with Jeff to ensure these are taken care of monthly.

Incident Reports

Millie inquired about the route of the incident reports that involve students. Matt notified the committee that after he receives the report he sends a copy to HR and Larry Ware. Dr. Modrzakowski will follow up with the student body on the procedures for reporting an incident.

Flip Charts and Manuals

Matt and Larry worked on distributing Safety Flip Charts for every employee. Matt also updated the Safety website link. Matt will work with Jill on sending out the updated Safety Manual inserts.

Meeting Minutes

The Safety Committee Minutes will now be on WVSOM's website.

ITEM 2. OLD BUSINESS

Infectious Medical Waste

Dr. Modrzakowski will notify Denise Getson of his interest to receive Drupal training.

High Risk Positions

Millie Mattox is assisting HR with information regarding an Occupational Health Physician.

Science Building

Millie stated there was an unpleasant odor reaching up to Michelle's lab room 205 when Maintenance treated the sinks. She informed Will Alder of the situation. Matt Carver will follow up with Will.

Training

Dr. Modrzakowski would like the Safety Committee review and endorse the blood borne pathogens manual. Millie Mattox is working with Dr. McKnight on training for employees. Millie discussed waste segregation at the CEC with Amy Crickenberger. Amy will discuss training with the CEC employees and report back to the committee. Jill will send out an email to the committee requesting comments and voting of Millie's safety manuals.

The meeting was adjourned.

Respectfully submitted,

Jill Trent