



SAFETY/SECURITY COMMITTEE MEETING MINUTES

January 28, 2014

9:30AM

Alumni Boardroom

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

Members Absent: *Melissa Miller, Bobbi Hoover and Barbara Sanders*

PROCEEDINGS

Meeting called to order at 9:30am by Matt Carver, Safety Coordinator.
Last meeting (September 24, 2013) minutes were approved.

ITEM 1. NEW BUSINESS

Science Building Safety Manuals

Committee discussed ways to make the safety/security tabs more visible and user friendly. Jill will forward the comments to Millie regarding the new manuals.

Fit Testing

Millie and Matt discussed with the committee about fit testing the students and maintenance staff for masks. Matt will check with Will about fit testing for painters.

Hazcom

Matt and Millie presented to the committee an online training that is available for staff that could come into contact with hazardous chemicals. Matt will send out a demo to the committee.

Replacement employees

Larry Ware inquired about Sally Cooper's replacement on the committee. The committee also inquired about a Robert C Byrd Clinic employee replacement for Melissa Miller.

Special Meeting

Matt went over the minutes from a special meeting regarding a safety incident.

Sharps Box

Millie and Amy discussed the sharps box procedures and storage.

Fume Hood

Matt gave a report of the fume hood inspections.

PDA

Matt updated the committee about digitalizing safety records via PDA programs.

ITEM 2. OLD BUSINESS

High Risk Positions

Millie Mattox will follow up with HR regarding the status of the Occupational Health Physician.

Science Building/Training

Millie updated the committee about the blood borne pathogen training and science building safety manuals. Matt and Millie also discussed the procedures for incident reporting on campus. Millie informed the committee that the institution was covering the costs of Hep B vaccination for employees only. Matt will check with HR to ensure the housekeeping staff is made aware of the Hep B vaccination. She also discussed the sharp injury log with the committee.

Fire Extinguishers

Matt followed up with Jeff Dowdy to have his staff check fire extinguishers on a regular basis.

The meeting was adjourned.

Respectfully submitted,

Jill Trent