



SAFETY/SECURITY COMMITTEE MEETING MINUTES

August 2, 2018 10:00AM
3rd Floor Quad Conference Room A330

Members Present: *Matt Carver, Millie Mattox, Barbara Sanders, Bobbi Morgan, Jandy Hanna, Larry Ware, and Amy Crickenberger*

Members Absent: *Kristie Bridges, Donette Mizia and Melissa Clay-Miller*

PROCEEDINGS

Meeting called to order at 10:00am by Matt Carver, Safety Coordinator.
Last meeting (December 12, 2017) minutes were approved.

ITEM 1. NEW BUSINESS-August 2, 2018

New Committee Member

The committee welcomed Jandy Hanna who replaced Dr. Modrzakowski. Kristie Bridges stepped down and Christina Plaughter left the institution.

Science Building Manuals

Matt explained the approval process. Jandy suggested having science building manuals on both Safety and Research areas of WVSOM's website.

Emergency Response Manual

Matt notified the committee that the manual has been updated and approved.

Respiratory Manual

The committee discussed updating this manual. Millie explained that the Infectious Waste Management Manual needs updated as well.

Safety Training Classes

Matt asked Jandy for access to CITI for training certificates.

Lab Warning Signs

Jandy recommended training for personnel (Maintenance & Housekeeping) that may need to enter these labs. Jandy will meet with the Facilities department to explain the procedure.

ITEM 2. OLD BUSINESS- April 9, 2018

Safety Committee Charter

The charter will be revised and sent out to members for voting. The committee recommended listing positions instead of names of employees and taking out term limits.

AED/CPR

Amy updated the committee on AED/CPR classes and first aid kits located around campus.

Fire Alarms

Matt discussed involving the Lewisburg Fire Department for fire alarm training.

Fire Extinguisher

Matt notified the committee of a new company that will be here to test the fire extinguishers.

Bloodborne Pathogens Manual

Matt notified the committee that the manual has been approved and is now on WVSOM's website.

The meeting was adjourned.

Respectfully submitted,

Jill Trent