

Health, Safety & Clery Act Committee

3/7/13

3:00 PM

Building 1 Conference Room

Chair: Hal Swindell

Vice-chair: Wesley Adams

Secretary: Tracey Johnson

Members Attending: Hal Swindell, Tracey Johnson, Ron Skinner, Haywood Broome, Fashikie Smith,
Wesley Adams, Phylcia Bridgers **Guest:** Mark Nelson, Allan McCullough

Members Absent: Kristen Baker

Minutes from Meeting 3/7/2013

Agenda Item

I. Call to Order and Introduction of Members

Presenter: Hal Swindell

Introduction of Guest: Mark Nelson, VP Administrative Services, Allan McCullough Blue ridge Comm. College EHSI (Environmental Health and Safety Institute). EHSI is our first line of defense in Health and Safety Matters.

II. Minutes of Previous Meeting

Presenter: Tracey Johnson

Minutes of the February 15th meeting were read by Tracey Johnson. Haywood Broome moved they be accepted as presented. Motion was seconded by Ron Skinner. Minutes were approved by the Committee

III. Subcommittee Review and Assignments

Presenter: Subcommittee Chairs

➤ Subcommittee reports:

- Lockout Tag out/Forklift ... Haywood Broome will send out copies to be adopted at the next meeting.
- Infectious Disease Control/Blood borne Pathogens ... Fashikie Smith has a policy ready to be sent out. Responsibilities will be sent out to program coordinators.
- Personal Protective Equipment (PPE) ... Allan McCullough described PPE as the last line of defense. 1) Engineer and find controls: A spill is identified. Find ways to control or eliminate spill. 2) Administrative controls: Don't allow individuals near spill. Close area. 3) Supply PPE to avoid Hazard. This should be the last line of defense. JSA (Job Safety Analysis) should be made for each effected area. PPE guidance should be included for each separate task in job or classroom description. Discussion ensued as to best ways to observe PPE standards. Each area will have their listed hazards and their PPE needs in their JSA. Tracey Johnson will be responsible for getting templates to the required areas to help determine the PPE needs within individual areas.
- Emergency Procedures – Evacuation, Emergency Response, Lockdown, AED ... Wesley and Hal met with the administrative staff council to present the plan of action. On Friday March 15, 2013 there will be a table top procedure with those involved to determine scenarios for a real time drill.
- Machine guarding ... A plan is in place from another college to be looked at and adopted.
- Clery Act ... Chief Swindell is sending Officer Kenton Ross to Clery Act School for a 4 day training session. Officer Ross will report to committee upon completion.
- Pandemic Influenza ... Adopted policy to remain the same.
- Hazcom ... Phylcia Bridgers and (Kristen Baker) are co-chairs of this subcommittee. Allan McCullough suggested Blue Ridge be responsible for the Hazcom training in house. Training must be done by Dec 1, 2013. MSDS (Material Safety Data Sheets) sheets must be up to date by July 2015. MSDS will now be called SDS (Safety Data Sheets). There will be required training for all employees in Blood borne

Pathogens. There will be the first Webinar training 10:00 March 22nd Thru Blue Ridge Comm. College. All shipments received must be in compliance with proper SDS sheets by Dec, 2015.

- First Aid: Phylicia Bridgers will restock Kits and place New Kits where they belong.
- Discussion ensued as to how the committee should be structured and what the responsibilities are for its members. Mark Nelson said he would look into Allen McCullough's recommendations on committee membership.

IV. Old Business

Presenter: Hal Swindell

- AED (Automatic Electronic Defibrillators) David Crosby is working on a campus wide policy for AED. More AED's need to be purchased.

V. New Business

- Allan McCullough lets the committee know there need to be two appointed people with knowledge in the fields of HAZCOM and Chemical Hygiene. There is a need for the school to have a HAZCOM coordinator and a Chemical Hygiene officer.
- Meeting adjourned

Other Information

Next Meeting: Thursday, March 29, 2013 at 2:00 PM, Building 1 Conference Room