

Friday, October 25, 2013

1:00 PM

Health, Safety & Clery Act Committee

Building 1 Conference Room

Chair: Interim Chief Ernie Coleman

Vice-chair: Fashikie Smith

Secretary: Phylcia Bridgers

Members Attending: Tracey Johnson, Wesley Adams, Phylcia Bridgers, Fashikie Smith, Steve Taylor, Mathew Lincoln

Members Absent: Haywood Broome, Kristen Baker, Ron Skinner, Ernie Coleman, Lenard Hudson

10/25/2013

I. Call to Order

Presenter Fashikie Smith

- The meeting was opened by Fashikie Smith

II. Minutes of Previous Meeting

Presenter: Tracey Johnson

- Minutes were approved

III. Determination of Committee Leaders

Presenter: Fashikie Smith

- Add Matthew Lincoln to Lockout/ Tagout and Machine Guarding
- Introduction of members to new committee member Steve Taylor
- Determination of Committee Leads:
 - The Committee decided to make Emergency Response, AED, and First Aid a subcommittee with Steve Taylor in charge and Phylcia Bridgers assisting him. Steve and Phylcia will meet before the next meeting and plan on how to best manage the first aid emergency response items and present their suggestions to the committee
 - We can go outside of the committee and have a nurse maintain and supply the first aid kits.
 - Each building should have an emergency coordinator
 - How many AEDs would we need to cover the entire campus? One on each end of campus and one in the central area of campus would be ideal. To date we only have one (1) unit located in building 12.
- Status of Forklift Training/ Licensing:
 - Fashikie will contact Chuck Arrowood from Blue Ridge Community College
- Senior staff has approved
 - Lockout/ Tagout
 - Chemical Hygiene
 - Machine Guarding
 - Personal Protective Equipment
 - Pandemic Influenza
 - Infectious Disease Control/Bloodborne Pathogens has not moved up to senior level yet (Wesley will check on that)
- A campus-wide Lock down drill was conducted on 10/17/13.
 - How will the training be available for new employees in the New Year?
 - Mark Nelson desires to schedule another table top with John Pack, Emergency Coordinator for Beaufort County and individuals from the Sheriff's Office

IV. Discussion of October 17, 2013 Campus Wide Safety Drill

Presenter: Wesley Adams

- Interim Chief Coleman emailed instructions and photographs identifying safety evacuation zones for each to prior to the fire drill
 - Feedback:
 - According to Interim chief Ernie Coleman things went well
 - There were some problems with the keys for the pull boxes in Building 12
 - The alarm in Building 3 could not be turned off due to the key not working correctly
 - Need to have fire drills more frequently
 - Building 4 could not hear the fire alarm
 - There are no visual alarms
 - The audio alarms in the shop, in Bldg 4, are not audible

V. New Business

Presenter: Fashikie Smith

- ID Badge Policy
 - The administrative staff is considering changing/writing a policy regarding ID badges on campus. This will include mandates for faculty, staff and students.
 - Email was sent to Jean Martin and Penny Sermons regarding getting feedback during upcoming Faculty Senate and Staff Association meetings
 - Wesley will ask Dr. Sullivan for an extension from Senior Staff to allow time to get feedback from Jean and Penny
 - Summarize best practices of other institutions and their ID Badge policy
 - Possible different color background.
 - One for faculty and one for students.
 - Possible rotating colors for students each year.
 - Students will be required to renew every two years
 - Students must surrender badges upon graduation otherwise a hold penalty will be issued from business office and diploma/degree may be withheld

Other Information

Next Meeting: Tuesday, November 12th Noon Building 1 Conference Room