

Health, Safety & Clery Act Committee

11/12/13

12:00 PM

Building 1 Conference Room

Chair: Ernie Coleman **2nd meeting of fall**

Vice-chair: Fashikie Smith **Facilitator:** Fashikie Smith

Members Attending: Tracey Johnson, Haywood Broome, Fashikie Smith, Steve Taylor
Wesley Adams, Leonard Hudson, Ron Skinner,

Members Absent: Kristen Baker, Phylicia Bridgers Matthew Lincoln

11/12/2013

I. Call to Order

Presenter:

The meeting was called to order by Fashikie Smith

II. Minutes of Previous Meeting

Presenter:

Haywood Broome made a motion to approve the minutes of Oct.25th 2013. Steve Taylor made the second. The minutes were approved.

III. ID Badge policy

- Fashikie stated that the faculty Senate was meeting on the same day and they would determine what course we would take on the ID badge policy. Wesley Adams will contact Jay Sullivan about his request dealing with IDs
- There was discussion on the importance of the faculty wearing badges and the probable need for a way to identify faculty from students. The committee will wait to hear from the faculty senate before submitting a plan.

IV. Meeting discussion/New Business

Presenter: Fashikie Smith

- Train the trainer Forklift training. This class will be presented after the New Year by Ron Skinner. The class will consist of Ted Clayton, Haywood Broome, Matthew Lincoln and someone TBD from maintenance. Ron will get in touch with Haywood to schedule a date.
- The Forklift class for the maintenance staff and faculty will be presented sometime in January by Chuck Arrowood the Blue Ridge Community College Trainer. Chuck will be contacting Wesley Adams with the time.
- An assessment team was chosen to help to make plans for BCCC training. The team will consist of Ron Skinner, Wesley Adams and Steve Taylor. A review of procedures will help with assessing school specific needs.
- There was a discussion about a mandatory training day for faculty, staff, and administrative personal. It was determined that the assessments should be made first then the choice of day or days would be determined by the administrative council. This training would include but not be limited to blood borne pathogens, PPE, machine guarding, and lockout tag out. The assessment team will determine which departments are required to take which training. Blood borne pathogens' training is required for everyone. Blue Ridge Community College will be contacted for this training.
- The committee asked Wesley Adams to confer with Mark Nelson to see if we could get Sara Singleton to look for grants for the purchase of AED's on campus.
-

Old Business

- There will need to be another Table top Disaster Drill before Emergency Lock down procedures are implemented in a campus wide live Drill during the spring. John Pack will be asked to assist.
- Meeting adjourned

Other Information

Next Meeting: Tuesday December 3rd at 12:00 noon Conference room building 1