

Health, Safety & Clery Act Committee

4/12/13

1:00 PM

Building 1 Conference Room

Chair: Hal Swindell

Vice-chair: Wesley Adams

Secretary: Tracey Johnson

Members Attending: Hal Swindell, Tracey Johnson, Ron Skinner, Fashikie Smith,
Wesley Adams, Kristen Baker

Members Absent: Phylicia Bridgers, Haywood Broome

Minutes from Meeting 4/12/2013

Agenda Item

I. Call to Order and Introduction of Members

Presenter: Hal Swindell

II. Minutes of Previous Meeting

Presenter: Tracey Johnson

Minutes of the March 29th meeting were read by Tracey Johnson. Approved as amended by Wesley Adams. Motion was seconded by Hal Swindell. Minutes were approved by the Committee

III. Subcommittee Review and Assignments

Presenter: Subcommittee Chairs

➤ Subcommittee reports:

- Lockout Tag out/Forklift ... The New Policy was reviewed. Some changes were made. The Policy was moved to be approved as amended by Wesley Adams seconded by Hal Swindell. The Policy will be sent to administrative council.
- Infectious Disease Control/Blood borne Pathogens ... The Policy will be sent to Administrative Council
- Personal Protective Equipment (PPE) ... More Information is needed from Blue Ridge for proper Templates. Tracey Johnson will contact Allen McCullough for more information.
- Emergency Procedures – Evacuation, Emergency Response, Lockdown, AED ... Second phase discussed. Places for satellite trucks, parents, media, and people of interest. Possible staging site will be the Latham Property owned by the college on the east end of campus. Asbury Church west of campus has been contacted to be a satellite site. We are waiting for their pastor's approval. There may need to be a presentation to the church.
- Machine guarding ... The Policy was moved to be approved as amended by Wesley Adams seconded by Hal Swindell. Policy will be sent to administrative council.
- Chemical Hygiene...Policy was tentatively moved to be approved by Wesley Adams there was no second, motion died for lack of second. It was determined that Hal Swindell should talk to Joshua Weaver about becoming the Chemical Hygiene Officer and reviewing the Policy before it comes back to the board for approval.
- Clery Act ... training on hold until police staff is at full strength.
- Pandemic Influenza ...Plan gone over by committee. Policy approved as amended by Wesley Adams seconded by Hal Swindell. Policy to go to Administrative Council.
- Hazcom ... The program was reviewed by the committee. December 1, 2013 is the date required for all Hazcom training to be in place. The Policy was moved to be approved as amended by Wesley

Adams seconded by Hal Swindell. The Policy will be sent to administrative council.

- First Aid: No report.

IV. Old Business

Presenter: Hal Swindell

- Hopefully a new officer will be in place by fall to attend the Clery Training.

V. New Business

- Meeting adjourned

Other Information

Next Meeting: Friday May 3rd or Alternate Tuesday May 14th at 1:00 Conference Room TBD