

BEAUFORT COUNTY COMMUNITY COLLEGE
HEALTH & SAFETY COMMITTEE MEETING MINUTES
AUGUST 20, 2002

Those attending the meeting were: Art Keehnle, Bill Smith, Carolyn Hughes, Bobby Williams, Mark Waters, Marcia Norwood, Hal Swindell and Bruce Woolard. Those absent were: Ted Clayton and Jackie Farmer.

Minutes from the May 21, 2002 meeting were read. Motion was made and seconded to accept the minutes as presented. Motion carried.

Personal Protective Equipment

Hal stated that the PPE policy has been approved in its entirety and is on the intranet. Safety shoes have been purchased for appropriate personnel. Hal commended Carolyn Hughes and her sub-committee for their work.

Infectious Disease Control Program

No report.

Disaster Preparedness/Recovery

Bobby will meet with Chuck Hauser to complete a campus assessment of needs should a disaster happen and data, currently stored in buildings, was destroyed.

Workplace Violence

Hal is gathering and evaluating other institution's plans on addressing workplace violence. He will be involving appropriate, local agencies in the development of this plan. Evacuation drills will be taking place September 15-October 1, 2002. Each building to complete a report of the drill and submit it to Hal.

Chemical Hygiene/Hazard Communication

Art reported that chemical inventory lists will be available on the intranet. The removal of chemicals at a cost of \$750.00 will be submitted for approval. The sub-committee will meet again to develop the hazard/communication plan.

Information and Education/Drug & Alcohol Awareness Program

With Karon Harris leaving BCCC, a new chair of this sub-committee will need to be appointed. Sandy Sauvé will evaluate this position and make a decision.

Lockout/Tagout Program

Mark is researching what other colleges are doing. He is also researching different types of lockout/tagout kits.

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Other Business

Discussion then was held on the new firing range currently under construction. OSHA is developing standards for lead exposure for instructors. This will affect how many hours an instructor may be on the firing range. Lead-free ammunition is available. Bobby will develop a safety policy and procedures for the firing range. This will be in conjunction with personal protective equipment.

Safety around the range will need to be addressed. It was suggested that a fence, topped with barbed wire, be around the range and pond. Hal will develop a policy and submit for approval. There needs to be storage area in building #10 for students to leave their weapons while attending other classes on campus.

OSHA Training

Training will be available on: fire extinguishers, forklift training and bloodborne pathogens.

Hal requested updated sub-committee rosters be submitted to him.

The next meeting will be November 19 at noon in building 1 conference room.

There being no further business the meeting was adjourned.