

**Beaufort County Community College
Health & Safety Committee Meeting
March 1, 2005
Minutes**

Those attending the meeting were: Bill Smith, Ben Morris, Camille Richardson, Art Keehnle, Carolyn Hughes, Laura Bliley, Bobby Williams, Hal Swindell, and Bebe Major.

The meeting opened with Chairperson Hal Swindell reading the minutes of the December 7, 2004 meeting. Carolyn Hughes made a motion to approve the minutes. Art Keehnle seconded the motion. The motion carried.

New Appointments – Joyce Pitt and Jane McCotter will be replaced by Eunice Williams and Dell Hagwood on the Infectious Disease Control Program. Ross Boyer will be replaced by Laura Bliley on the Hazard Communications/Chemical Hygiene Program. Becky Spain will be added to the Information and Education Program. James Mercer, Student Representative will be replaced at a later date. Ben Morris will be replacing Bobby Williams on the Disaster Preparedness/Recovery Program. Bebe Major, Hazard Communication/Chemical Hygiene Program will be replaced in the near future with a representative from the Industrial Technology Division.

Personal Protective Equipment – Will be meeting within the next couple of weeks.

Infectious Disease Control – Meeting to be scheduled.

Hazard Communication/Chemical Hygiene - Reviewed minutes of the February 28, 2005 meeting. Carolyn Hughes made a motion to approve the minutes. Bill Smith seconded. The motion carried.

Information & Education/Drug and Alcohol Awareness – Reviewed minutes of the February 24, 2005 meeting. Hal Swindell made a motion to approve the minutes. Ben Morris seconded. The motion carried.

Disaster Preparedness/Recovery – No report.

Workplace Violence/Critical Incident – Will be meeting soon.

Lockout/Tagout – No report.

Other Business – Hal Swindell discussed the BCCC Safety Summit for new employees both full and part-time hired within the past 12 months. The Safety Summit has been scheduled for April 12, 2005 in the Boardroom of Building 10.

OSHA Inspections – Inspections tentatively planned to take place during spring break 2005.

Money for updating the PA system campus wide will be included in the budget for the next fiscal year.

A lighting survey will be conducted to evaluate the need for emergency lighting throughout the campus.

A closed-circuit camera has been installed in Building 9.

The next Health and Safety Committee meeting will be held on June 7, 2005.

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

Bebe Major, Recording Secretary