

BEAUFORT COUNTY COMMUNITY COLLEGE
HEALTH & SAFETY COMMITTEE MEETING MINUTES
MARCH 11, 2003

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

Minutes from the November 19, 2002 meeting were read. Motion was made and seconded to accept the minutes with one change. Art stated the sentence referring to the chemical hygiene maps should be removed. Motion carried.

Personal Protective Equipment Program

Carolyn reported the sub-committee will meet before May.

Infectious Disease Control Program

No report. Hal will put the policy on the intranet.

Disaster Preparedness/Recovery

Bobby participated in a meeting in Raleigh concerning the development of this policy. In discussions with Dr. McLawhorn, it was decided that policies concerning the firing range would be dealt with in the disaster preparedness/recovery policy.

Workplace Violence/Critical Incident

Hal reported the sub-committee has not yet met. Hal has contacted some local agencies for assistance in setting up these policies.

Discussion centered on the firing range. The range will open in May or June. There will be a college policy for range rules. Hal has written the legal policy on liability for students and it has been approved.

There is a need for the development of safety rules. BLET has a policy for general public use while taking a course. The only people allowed to use the firing range will be an appropriately certified instructor with his/her class.

Lead exposure policy- Bobby will develop this policy and it will be under the Personal Protective Equipment sub-committee. This policy must be in place prior to the range opening. Bobby and Carolyn will develop and submit the policy for appropriate approval.

Chemical Hygiene/Hazard Communication Program

Art had visited the Tri-County Technical College in South Carolina. Copies of their policy were distributed for review. Art will evaluate the policy and develop a policy for BCCC.*

Information and Education/Drug and Alcohol Awareness Program

Camille passed out minutes from the sub-committee meeting. It was suggested that the Faculty and Staff Manual provide information on where Federal Regulation 21 USC Subsection 8-12 would be available for review. In addition to the Federal Regulations, the NC drug statutes G.S. 90 should be referenced.

Lockout/Tagout

Mark passed out the procedure manual. It was reviewed. Art moved and Carolyn seconded the manual be accepted. Mark will ask Andy Andreoli to replace Jessie Housley on the sub-committee. NCCCS provides in-house training using videos. Hal will coordinate training and develop a list of employees who need the training.

The next meeting is May 20, 2003.

There being no further business, the meeting was adjourned.

*At the May 20, 2003 meeting Art Keehnle reported the policy development had been given to the Infectious Disease Control sub-committee.