

BEAUFORT COUNTY COMMUNITY COLLEGE
HEALTH & SAFETY COMMITTEE MEETING MINUTES
November 27, 2001

Those attending the meeting were: Carolyn Hughes, Hal Swindell, Marcia Norwood, Diane Jones, Ted Clayton, Bill Smith, Karon Davis, Jackie Woolard, Mark Waters, and Bobby Williams. Those absent were: Angela Mason and Pamela Harrelson.

Minutes from the August 21, 2001 meeting were read. Motion was made and seconded to accept the minutes as presented. Motion carried.

Personal Protective Equipment

Hal Swindell reported that changes had been made to Subpart 6 and approved by the college attorney. Copies were distributed. The Bookstore is no longer on the list of employees required to wear protective footwear. At the beginning of the PPE policy there is a statement: "Failure to wear the required protective equipment will result in discipline in accordance with the BCCC employee manual." No signing of a waiver will be allowed.

Discussion was held on the issue of replacing damaged footwear during the year. Motion was made and approved that: If an employee damages the shoes while performing his/her duties at BCCC, the supervisor should be notified of the need for replacement. The damaged shoes will be turned in to the supervisor. The shoes will be purchased off of state contract.

Infectious Disease Control

No report

Workplace Violence

Bobby Williams reported the Marketing Committee has requested a disaster recovery plan be developed in the event the computer system is destroyed. Hal Swindell will serve on the sub-committee.

Chemical Hygiene/Hazard

No report

Emergency Response/First Aid

Hal Swindell reported the switchboard operators had been trained on how to handle communications during emergencies. Also, the first aid kits in all building have been restocked and moved to accessible areas.

Information & Education/

Drug/Alcohol Awareness Program

Karon Davis distributed a memo detailing the activities completed during the Party Smart Week.

Lockout/Tagout

No report. A new chair will be appointed to this sub-committee.

OSHA Training - Hal Swindell reported that forklift training had been completed.

OSHA Inspections - Hal Swindell reported the inspections will be conducted in the spring.

There being no further business the meeting was adjourned. The next meeting is scheduled for February 27, 2002.