

BEAUFORT COUNTY COMMUNITY COLLEGE
HEALTH & SAFETY COMMITTEE MEETING MINUTES
February 19, 2002

Those attending the meeting were: Carolyn Hughes, Hal Swindell, Diane Jones, Ted Clayton, Bill Smith, Karon Davis, Melvin Lodge, Art Keehnle, and Bobby Williams. Those absent were: Jackie Woolard, Mark Waters, and Pamela Harrelson.

Minutes from the November 27, 2001 meeting were read. Motion was made and seconded to accept the minutes as presented. Motion carried.

Personal Protective Equipment

Carolyn Hughes reported that the PPE policy had been completed. Hal Swindell reported that the PPE policy would be presented at the next Administrative Council meeting for approval in March.

Discussion was held on the issue of providing protective uniforms for welding and protective covering for chemistry instructors. Ted Clayton suggested that these uniforms might be provided because of damage to his personal clothing. Bill Smith commented that he would like to have protective covering for use in his lab instruction.

Infectious Disease Control

No report

Workplace Violence

Hal Swindell reported that Bobby Williams would no longer be chairman of the subcommittee for Workplace Violence due to his heavy workload in Criminal Justice. A new chairman will be assigned for this committee.

Chemical Hygiene/Hazard

Hal Swindell reported that Art Keehnle would replace Angela Mason as chairman of the Chemical Hygiene/Hazard committee.

Emergency Response/First Aid

Hal Swindell reported the Quick Reference Emergency Procedures Chart had been reviewed and all information is still current and will remain in usage. The subcommittee plans to meet in the next few weeks.

Information & Education

Drug/Alcohol Awareness Program

Karon Davis reported the subcommittee would meet next week to discuss drug/alcohol awareness programs on campus for next year. All requirements have been met for this year by presenting programs, activities, and printed materials, as well as, Hal Swindell speaking in all ACA classes.

Discussion was held on a possible policy to address a student injury caused by the student being under the influence of a controlled substance.

Lockout/Tagout

Hal Swindell reported that Ted Clayton has been replaced as chairman of the sub-committee for Lockout/Tagout due to excessive workload, by Mark Waters. He further stated the Lockout/Tagout policy needed to be revised.

OSHA Inspections – Hal Swindell reported that the OSHA inspections would take place during Spring Break, the week of April 1 – 5, 2002.

Campus Police Grant – Hal Swindell reported that the Campus Police received a grant to purchase bicycle helmets for youth, due to the recent law requiring their usage. The helmets were distributed to students on campus with children during December 2001.

New Business

Hal Swindell introduced the addition of a new Health & Safety committee referred to as Disaster Recovery Committee. The purpose of the committee will be to provide an off campus backup system for the computers at the college in case of destruction by a disaster. Motion was made and seconded to accept this committee. Motion carried. Bobby Williams will be a part of this committee and plans to tentatively meet on March 12, 2002.

Hal Swindell provided a copy of the Community College Benchmarking Results from the NC State University Study of Community Colleges. This study provides a comparison of Beaufort County Community College's overall compliance with OSHA requirements, with other community colleges in North Carolina.

There being no further business, the meeting was adjourned. The next meeting is scheduled for the latter part of March 2002.