

BEAUFORT COUNTY COMMUNITY COLLEGE
HEALTH & SAFETY COMMITTEE MEETING MINUTES
May 21, 2002

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

Minutes from the February 19, 2002 meeting were read. Motion was made and seconded to accept the minutes as presented. Motion carried.

Personal Protective Equipment

Carolyn Hughes reported the protective footwear part of the PPE policy had been approved by the Administrative Council. A declination form is no longer part of the policy. The remainder of the policy will be brought before the Administrative Council for approval at the next meeting. Motion was made, seconded and approved.

Infectious Disease Control

Jackie Farmer has researched the issue of needle sticks and the policy in dealing with same. She will discuss and develop policy with the appointed sub-committee. The need for Hepatitis B boosters was discussed. The college will pay for the booster if: 1) the original vaccinations were paid by the college, and 2) testing reveals a booster is needed.

Workplace Violence

Hal reported the sub-committee is being restructured adding community representatives. Hal reported the Emergency Response/First Aid and Workplace Violence sub-committees will be combined.

Chemical Hygiene/Hazard Communication

Ark Keehnle is now chairing and the sub-committee met in March. The Chemical Hygiene Plan was reviewed and updated. Copies will be put on the intranet, in the library, cosmetology and at the switchboard. Art has researched companies to remove chemicals and gotten an estimate of \$700.00. He will request funding for disposal. Art will also identify carcinogens on campus and develop a list of their locations.

Emergency Response/First Aid

No report

Information & Education/

Drug/Alcohol Awareness Program

Karon Harris reported the sub-committee had met and added to the policy a statement that employees are not to consume alcohol or be under its influence while on campus. Hal stated that employee assistance must be provided to an employee if assistance is requested.

Lockout/Tagout

Mark Waters is now chairing and the sub-committee will meet this week.

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Disaster Recovery

The sub-committee has met. A disaster assessment will be completed to determine BCCC's needs (i.e. Hwy 264, railroad, air). The issue of storing data off campus will be addressed also.

Hal reported the OSHA inspection has been completed and the report will be on the intranet. Art will recommend a student representative for the committee.

The next meeting will be August 20, 2002 at 12:00.

There being no further business, the meeting was adjourned.