

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

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

Hal introduced Camille Richardson who is replacing Karon Davis. Minutes from the August 20, 2002 meeting were read. Motion was made and seconded to accept the minutes as presented. Motion carried.

Disaster Preparedness/Recovery

Bobby has talked with Chuck Hauser about information Chuck is gathering re storage needs to protect data in the event of a disaster. Possible disasters will have to be determined and evaluated.

Bobby has met with OSHA representatives concerning the firing range. It has been decided to test eleven instructors in one day to determine lead exposure baseline. Teaching hours will probably be limited to 26 hours per year to keep lead exposure at acceptable levels. Bobby will develop this policy. NCCCS can conduct the testing and the only cost will be the lab charges. Discussion was held concerning the need to test part-time instructors at the beginning of their employment to get a baseline on their lead levels in the blood.

Personal Protective Equipment

No report.

Infectious Disease Control Program

Hal reported the bloodborne pathogen training has been completed. Discussion was held concerning BCCC paying to vaccinate any employee who wants the Hepatitis B vaccine. The policy will remain unchanged.

Workplace Violence/Critical Incident

Hal is in contact with local agencies to determine the support they would offer in the event of an incident. He is also evaluating other policies.

Chemical Hygiene/Hazard Communication Program

Art reported the purchase order to remove the dangerous chemicals had been submitted. The company who had quoted \$750.00 to remove the chemicals has changed administration and dramatically increased the cost. Randy Hart will provide information on other agencies who could remove the chemicals at less cost. Hazardous communication plan has been revised and submitted to the sub-committee. It is now ready to submit to the Health and Safety Committee for approval.

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Information and Education/Drug and Alcohol Awareness Program

Camille is now the chair of this sub-committee. Hal will meet with her concerning the sub-committees responsibilities.

Lockout/Tagout Program

A policy was presented by Randy. He will work with Mark to make adjustments for BCCC.

Hal reported fire extinguisher, bloodborne pathogen and switchboard training has been completed. OSHA inspection will take place during the spring break.

Hal requested all sub-committees meet at least one time per year and be prepared to submit minutes of meeting(s) at the May meeting.

The next meeting will be February 18, 2003.

There being no further business the meeting was adjourned.