

SAFETY TEAM

Minutes from

August 19, 2004

Team Members Present: Tyrone Russell - Acting Chair, Fran Andrews, Mike Jackson, Melvin Brannum, Scarlet Geddings (Scribe).

Members Absent: James Bryant, Retta Guthrie, William Hair, Don Gaskin, Douglas Stokes.

Meeting called to order at 3:02.

Tyrone noted that the Safety Team will be meeting at least once each quarter. The team has recently lost four members: Mary Jo Whitley, Guy Kirby, Stan Huffstetler and Marcia Wood. Several new members have been asked to serve. Those that have accepted include Mike Jackson and Dr. William Hair. Tyrone has also contacted Phillip Cushman, but does not have confirmation yet of his acceptance.

Chuck Yates is in the process of updating the safety procedures and plans for the college. Tyrone also discussed the recent Safety Walk-Thru conducted by Chuck Yates. Chuck made the following recommendations due to OSHA concerns:

1. A complete chemical inventory needs to be performed.
2. Fume Hoods need to be certified and inspected.
3. Refrigerator in the BIO Nurse area needs to be cleaned.
4. A schedule needs to be set in place to check the refrigerator alarms.
5. Pond water needs to be tested.

Melvin noted that the fire extinguishers receive regular inspection. A routine check is planned in the next week.

A new Chemical Hygiene Officer needs to be selected for the College. Tyrone has been assuming these duties since the departure of Stan Huffstetler. This position will soon be assigned to someone on the team. There is a question of the officer becoming "legally liable" for the college. Tyrone will be getting clarification on this before asking someone to serve.

Tyrone also noted that the college Safety Handbook needs to be updated. He plans to divide the manual among safety team members. Each member will be responsible for getting the correct updates on the portion they are issued.

An Evacuation Drill will also be planned soon. One will need to take place for the day and evening College. After the drill, an after-action report will be completed. The safety team will meet again after this report is completed to discuss the results.

With the threat of recent storms, it was realized that the College needs to update Emergency Plans. Checks will also be made on the generator that was granted to the college and on keys that are supposed to accompany the storm covers for the windows and doors in the Health Sciences Building.

In closing business, Tyrone said that he will be sending a memo out to all committee members to generate thoughts on the role of the Safety Committee.

Adjourned at 3:40.