

## **SAFETY COMMITTEE**

Marshall University / Marshall Community & Technical College

### **MINUTES**

Meeting of March 14, 2005, 2:30 p.m., HR Services Conference Room, 207 Old Main

Present: Pete Divers, Mike Dunn, Jeff Ellis, Dale Osburn, Ashley Salyer, Jim Stephens, Jim Terry and Ashok Vaseashta

Review/approve minutes from the 2/14/2005 Meeting: Motion was made and seconded to approve the minutes as printed.

Updates of Web Site/SharePoint Site: Jim Stephens will ensure that information goes out about the availability of the Safety Issue Input Form. The Committee agreed again about the process for placing safety issues and recommendations on the website. Two such safety issues are posted as of the meeting date. Content is still being added to the SharePoint site. There are no fundamental changes to it, and the Committee members should all be enrolled in it.

BRIM On-Line Training Course: Jeff Ellis stated that BRIM indicates it is our responsibility to provide the rest of the names of persons who will require the on-line driver training course. Jeff e-mailed department heads to provide him with a list of names of employees who drive State vehicles or their own vehicles on a reimbursed basis. The list cannot be used to monitor course completion until it is returned from BRIM with usernames and passwords. Once completed by BRIM, notices will be sent out over the e-mail lists.

BRIM Loss Control: The BRIM inspector was on campus all of last week and this date. The inspector is preparing another list of loss control issues. Karen Kirtley is working on responding to the last such report from June 2004.

Draft of Safety Manual: We were asked to look over the manual and respond by March 9. The Committee discussed who had and had not responded with comments. Jeff Ellis questioned who was going to pay for the actions required under such a Safety Manual. We are not sure of the status of financial or personnel support at this time.

Fire Drills: At last month's meeting Ashok made a comment about fire drill protocol in the Science Building and felt that we should have drills once per year. The Emergency Procedures document contains instructions about fire drills. Jeff Ellis was asked to ensure that copies of this are sent to the colleges. Jim Stephens said he will post it to the Safety website if Jeff will send him the source document.

Statement of Purpose: Jim Stephens requested and obtained the Committee's approval for a statement of purposes that will be posted to the Safety website.

Chemical Spill at MEB: The Committee discussed the chemical spill that occurred in the Medical Education Building at the VA Medical Center. Jeff Ellis reported that a worker was transporting a bottle of hazardous chemicals on a flat-top, four-wheel cart. This cart had no recess and protective edge around it. When the employee rolled the cart into an elevator that had not stopped even with the floor level, the cart lurched, and the bottle fell off and shattered. The employee physically contacted the substance and received first- and second-degree burns. She was treated and released. Emergency personnel from various organizations responded in a timely manner. The spill was cleaned up and emergency personnel vacated the area within an hour and a half. The root cause of this accident was the unsafe transportation of this material. In the future all such materials should be carried on a cart with a recessed top or should be secured to the cart in such a way as to prevent a spill. The second problem associated with this incident was that the VA would not allow the fire alarm to be sounded. The chemicals vaporized and presented a hazard. Emergency personnel had to go around door to door and speak to occupants and tell them to vacate the building. Some refused to do this. Some individuals were threatened with arrest if they did not leave. Jeff Ellis met with University and VA personnel on a day following the incident to discuss protocols for this kind of accident. In the future, if a spill occurs in the Medical Education Building and if the fire alarm will not sound elsewhere at the VA Center, the fire alarm in the Medical Education Building will be sounded, and all personnel will have to leave the building. Jeff will report at a later meeting about the resolution of the fire alarm issue.

Safety Walk-Through: Jeff Ellis suggested that some Safety Committee meetings be devoted to a walk-through of a particular building. The Committee could then meet in a conference room in the building which was walked through.

Dale Osburn suggested starting with Corbly Hall. The April meeting will feature this walk-through and an attempt will be made to reserve a conference room in that building. The next meeting will be a walk-through by the entire Committee. Later on after learning what to look for, the Committee will break down into two or more teams that will walk through assigned areas and then report back to the larger Committee meeting.

Sidewalks: An issue was raised with regard to the safety and functionality of sidewalks but was deferred until next month when Steve Hensley might be present.

Defibrillators on Campus: Ashok Vaseashta asked if we had portable defibrillators on campus. Jim Terry reported that we have three – one at the Fitness Center and two at Public Safety (one of which is kept in the office and the other of which is placed in a cruiser). The plan is to acquire more defibrillators once needs are known more exactly. However, these machines are quite expensive ranging from \$2500 - \$4,000 plus the costs for a mounting cabinet and alarm. The Committee discussed at length if one person per building should be trained in CPR and First Aid. Jim Terry and Jeff Ellis cautioned that training may hinder more than help people may use precious time trying to help the person rather than calling 911. There are various legal issues that have an impact on the rendering of CPR or First Aid. The Committee agreed to continue to discuss this issue and understand it better.

Next Meeting: The next meeting will be Monday, April 11<sup>th</sup> at 2:30 p.m. The site will be confirmed later. It might be held in a conference room in Corbly Hall.