

SAFETY COMMITTEE
Marshall University/Marshall Community & Technical College
MINUTES
January 10, 2005

Present: Mike Dunn, Jeff Ellis, Steve Hensley, Karen Kirtley, Dale Osburn, Ashley Salyers, Jim Stephens and Jim Terry

New member: Ashley Salyer, from the Marshall Community and Technical College, who is the Director of the College's Conductor Training Program.

Review/approve minutes from the 11/04/04 meeting: Motion was made and seconded to add the date of November 4, 2004 to the minutes of the last meeting; unanimously approved. Dale Osburn will prepare the minutes in the future.

Meeting Date Set - The committee will meet the second Monday of each month, with the next meeting being February 14th at 2:30. Please let Jim Stephens, committee chair, know of any scheduling conflicts.

Web Site/SharePoint Site: Jim Stephens reported that the website and SharePoint sites are up and running. Discussed SharePoint, not everyone was familiar with it. SharePoint can be used by the committee to discuss issues, post information, place links to other sites, etc.

Flowchart for Workflow for Safety and Health Issues: Example given to all. This would be used as a method for reporting, identifying and reacting to safety issues. Can be posted on the SharePoint site. The committee would decide which issues are critical and go straight to the Safety Officer for action versus those that can stand for some review and planning. We would be accountable by reporting what action was taken on the website.

2004 Safety Audit and Related Plans: The audit was completed by Total Safety Management. We are looking at the recommendations from the company and our available options (funding, staffing, etc) for completion. A safety manual must be in all employees' hands by July 1, 2005. Jeff has an existing manual that needs updated.

We may have to bring in an outside source to get some of these recommendations completed on time.

BRIM Requirement for On-Line Driving Training Course: This is a state mandate that requires anyone driving a state vehicle or who drives their personal vehicle at least three times per year must take and pass an on-line driver training course. Group sessions are not feasible because individual times vary. Jeff said the Physical Plant was finished and that he will work with the Med School, Receiving, Mail Services and Residence Services. Jim Stephens will take care of faculty and administration.

We will review the link between worker's compensation and safety at the next meeting.