

SAFETY COMMITTEE
Marshall University/Marshall Community & Technical College
MINUTES
February 14, 2005

Present: Mike Dunn, Jeff Ellis, Karen Kirtley, Dale Osburn, Jim Stephens, Jim Terry and Ashok Vaseashta

Review/Approve Minutes from the 1/10/2005: Motion was made and seconded to approve the minutes as printed.

Web Site/SharePoint Site: Let Jim Stephens know if you want any of your information (phone, email, etc.) left off the website. The safety issue input form is now available on the site to register safety issues.

BRIM On-Line Training Course: Human Resource Services worked with Jeff Ellis to get out the information to individuals who need to take this course. Jeff is still collecting names of people who are no longer employed at Marshall. Physical Plant and the School of Medicine are finished with the course. Jeff is working with Printing Services today, and the Mailroom is working on taking their tests.

2004 Safety Audit: Per Karen Kirtley, we contracted with Total Safety Management to create and complete (1) a safety manual, (2) a safety policy (to be passed out to new employees and present employees), and (3) to work with us on training in coordination with Jeff. We have to comply with BRIM standards and make sure the items requiring improvement are completed by June 30th.

Safety Issues: Jim encouraged the Committee to embrace a philosophy that they will make their recommendations on safety issue on the merits of the issue itself without being hindered by what something may cost to do or whether the recommendation would be politically unpopular. If something is felt to be a safety issue, then we should recommend action, note in our minutes that we did so, and let the people actually responsible for that particular issue own it. An e-mail was received from the College of Science that deals with two safety issues in the Science Building:

Safety Issue No. 1, 02/14/05:

Back-Up Power for Elevator: It was suggested that a battery back up be provided for the elevator so that it would operate in the event of an emergency. The elevators are actually on an emergency power system. If the fire alarm goes off or if we lose power in the building the generator kicks on. This was requested due to a student getting stuck in the elevator. However, this was due to a power surge on that side of campus resulting from a car hitting a transformer. The power surge damaged some elevator components. This would likely have happened whether or not there was backup power. Public Safety and representatives from the elevator company were on site quickly. Safety Committee Recommendation: This elevator is served by a back-up generator, and the problem that occurred was due to unforeseen damage to a transformer and not a generator malfunction. The Committee recommends no further action.

Safety Issue No. 2, 02/14/05:

Convert a Science Building Elevator to Freight Only: It was suggested that the west elevator in the Science Building be converted to a freight elevator because when the gas supplier delivers the gas and when hazardous laboratory materials are transported, there are potential hazards to other passengers. The gas vendor's representative will not ride the elevator with the compressed gas. A College of Science representative has to accompany this material on the elevator. At other times hazardous materials are transported to and from the laboratory. The person making this suggestion stated that the elevator should not be open to the public. Related issues were raised about the safe storage of compressed gasses between the time of delivery and the time of usage. It was suggested that a safe bunker be constructed to hold the compressed gas cylinders.

Safety Committee Recommendation: The Safety Committee believes this does not need to be made a permanent freight elevator with no public riders. It is only at certain times that dangerous materials are transported. During those times, persons not associated with the materials being transported should not be on the elevator. The Safety Committee recommends that the College of

Science Safety Committee develop a schedule to provide for the exclusive use of the elevator for these materials at certain times of the day. The Safety Committee also recommends a plan for the construction of a suitable cage when the ingress and egress for that area is restored (following the construction which should be completed by January 2006).

Fire Drills – Science Building: Ashok Vaseashta said he did not recall having a fire drill in the Science Building. He feels that they should have fire drills at least once a year and the information should be provided by the professors in the course syllabus on what to do during a fire drill. Karen said something should be given to the directors, deans, etc. to let them know what should be done during a fire drill. Jeff will take care of getting the information out to everyone.

Publish Safety Committee Recommendations: Jim Stephens requested and the Committee approved putting the safety issues on the web site in order to create credibility with the community and to reflect that we are serious about issues brought before the Committee.

Next Meeting: The next meeting of the Safety Committee is scheduled for Monday, March 14, at 2:30 p.m. in the HR Services Conference Room.

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