

**SAFETY COMMITTEE**  
Marshall University/Marshall Community & Technical College  
**MINUTES**  
Monday, April 11, 2005, 2:30 p.m., Corbly Hall 107

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

Review/approve minutes from the 3/14/2005 - Motion was made and seconded to approve the minutes as printed.

Fire Drills: Are we going to conduct random fire drills? Jeff Ellis stated they are done in Student Housing, but the ones done in the academic buildings are usually regarded as false alarms. Jeff mentioned the problem with faculty members who will shut the door to their classroom and continue teaching when an alarm goes off.

Safety Issue #3: This issue is now on the website. It concerns the chemical spill at the Medical Education Building (MEB). Karen Kirtley asked if Jeff was given any direction on what to do from anyone who responded. Jeff said no, but he let the VA people know that in the future they will evacuate the MEB when a fire alarm is sounded. Jim Stephens inquired whether a fire alarm can be made to ring only in the MEB and not in the rest of the VA Medical Center. Jeff responded that it does not ring the alarm in the VA section, but an alarm goes off in their control room.

Publicity for Safety Website: Jim said he is scheduled to speak to the Faculty Senate on April 14 to publicize the Safety and Health website and to mention the availability of the emergency procedures and of the history of safety issues. Jeff stated the emergency procedures should be part of all new employee orientations. Jim Terry stated he could incorporate this information into the talk he provides at orientation. Ashok Vaseashta suggested the information be part of the faculty packet they receive. Jim inquired about whether the short version of the emergency procedures that currently appear on the website are sufficient or should there be a link to any other more detailed document. Jeff responded that what is on the website at this time is fine.

Sidewalks: Dale Osburn stated that the most frequent sidewalk complaint is about the area at Smith Hall, on Music Department side where the water stands. He stated this area would be repaired and that they would try to make repairs to a few other areas. Jim Terry suggested adding a couple curb cuts in the area in front of Old Main and discussed an area between the Student Center and the Campus Christian Center where water puddles. A determination was made to take the available resources and repair areas as far as the funds will go.

Committee Walkthrough: Jeff Ellis, Mike Dunn, and Dale Osburn provided excellent information and orientation during a walk-through of Corbly Hall. During the meeting following the walk-through, the Committee was asked if they wish to continue the walk-throughs and if so how frequently? Dale Osburn suggested one per quarter. Jim Terry discussed doing a walk-through at night with perhaps just a couple of committee members to focus attention on the problems that are not obvious during the daytime such as lights out and dangerous dark areas. The area at Harris Hall where the light problem exists will be upgraded this summer. The Committee decided to make a walk-through once per quarter. With advance notice, we will either go as individuals or as small teams to one or more buildings. Jeff suggested picking a building we have had a complaint on. Jeff Ellis will nominate a building for the next walk-through.

Tree Trimming: Dale Osburn stated that tree trimming will be taking place and that this is a safety concern. Davey Tree will walk the campus and map out the trees and what needs done.

CPR/First Aid Training: The Committee returned to last month's discussion on whether individuals in buildings should get the first aid and CPR training. The general idea is that it may be more trouble than it is worth because of liability issues raised if an individual does not render CPR or first aid properly. The general opinion is that the training should be made available, but not mandatory, to employees with the understanding that they are not expected to use it in the university setting. The Committee decided to obtain cost and availability information for next month's meeting.

Next Meeting: Monday, May 9, 2005, 2:30 p.m., HR Services Conference Room, 207 Old Main

