

SAFETY COMMITTEE
Marshall University/Marshall Community & Technical College
MINUTES
July 11, 2005

Present: Brian Carrico, Mike Dunn, Steve Hensley, Karen Kirtley, Dale Osburn, Adam Polling, Ashley Salyer, Jim Stephens, Jim Terry.

Prior Minutes: The committee reviewed and approved the minutes from meetings of May 9, 2005 and June 17, 2005.

Director, Health and Safety: The new Director, Safety and Health, Brian Carrico was welcomed to the University and Safety Committee Meeting.

Inclement Weather Statement: The Inclement weather statement was added to the Emergency Procedure Statement and can be viewed on the web site.

Building Representatives: The list of Building Representatives was reviewed. It was discovered that updates were needed. A discussion of possible replacements for those listed and who were no longer available to fulfill the duties ensued. The issue was tabled until updates could be made and appointments accepted.

Emergency Exit Maps: Maps showing the emergency exits have been placed in strategic locations of the buildings on campus as requested at the called meeting on June 17, 2005.

Fire Drills in Academic Buildings: It was stated that these drills are mandatory and must be adhered to by students, faculty and staff. Arrangements will be made with those critically involved in building safety to facilitate a safe, orderly, and problem-free fire drill in each academic building. A concern for handicapped students was presented. Instructions were made clear as to how they would be properly and safely removed from the buildings in case of fire.

Decontamination of Scientific Equipment for the Yard Sale: The issue of proper decontamination of scientific equipment placed in the Yard Sale was presented to the committee. A discussion ensued and two proposals were made. The chair will communicate with Howard Aulick to clarify how the process is completed now, who is responsible for completion thereof and what types of scientific equipment is being sent to the Yard Sale.

Health and Safety Manual: Related to the distribution of the Health and Safety Manual, the committee discussed the certificate of receipt which was to be signed by each and every individual receiving the manual. It was decided that a simpler receipt which only states that the individual received a copy, without creating other commitments and obligations would be used. The President's page for the Marshall side will be revised due to a new President. The page for the president of the Community and Technical College will remain the same. The chair will handle these changes. It was determined that in the future, the Manual will be changed from the present size to 8 ½ x 11 size paper. It was also stated that to save money, the manual could be placed on CD as well as on line.

Compliance with Shirmer Report: For the record, the 50 violations on the 05/06 Fiscal Year Report have been corrected.

Chair/Secretary for Fiscal Year 06: Nominations and an election were conducted for the posts of Chair and Secretary for the Safety Committee for FY06. Jim Stephens was elected Chair for FY06 and Dale Osburn was elected Secretary.

Light-Duty Return to Work: Possible light-duty return to work from workers' compensation illness/injury was discussed. The various scenarios were discussed concerning this matter. It was asked if everyone had a specific job description. Jobs like those at the Physical Plant and Residence Services typically do. If not, the PIQ of record is utilized for that purpose. Several individuals are now being used as test cases for the light duty option; however, no policy has been established. Further investigation and documentation is required.

Temporary Fencing: The temporary fencing on campus was discussed. The Safety Director expressed concern for the handicap students with regard to the temporary fencing between Harris and the Science Building. This problem will be eliminated as soon as the construction on campus has been completed.

Student Representation: Adam Polling, student member, was asked to be the eyes and ears for the students, and it was expressed that student welfare and safety is of utmost importance to the University.

Next Meeting: The next meeting of the Safety Committee is scheduled for Monday, August 8, 2005, at 2:30 p.m. in the HR Services Conference Room, 207 Old Main.

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