

Marshall University / Marshall Community & Technical College  
**SAFETY COMMITTEE**  
**MINUTES**

Monday, August 8, 2005, 2:30 p.m., 207 Old Main

Present: Brian Carrico, Terry Olson, Dale Osburn, Ashley Salyer, Jim Terry

Previous Minutes: The minutes of the July 11, 2005 meeting of the Safety Committee were approved as printed.

New Member: Terry Olson replaces Mike Dunn on the Safety Committee and represents Classified Staff Council.

Safety Mission Statement: Brian Carrico stated he is working on a mission statement to make the safety function better understood and to make the website friendlier. Brian has developed a page welcoming any safety concerns or questions that people may have. As he gets questions or concerns he will share them with the committee. Brian proposes we make the following the mission statement:

*Marshall University is committed to the safety and well being of its employees and students with the ultimate goal being to provide the safest working and learning environment possible for our employees, students and visitors. We will ensure that policies and practices are developed and adopted that will best protect our employees, our students, our facilities and our resources.*

Jim Stephens stated that with Committee approval he would post the mission statement to the website. Committee approved the mission statement.

Safety Policy Receipt: The safety manual receipt form has been revised to a simpler format. The new form will only acknowledge that the individual received a copy of the manual. Brian will be issuing manuals as new employees enter our workforce. Questions were asked about the coverage of our safety program and the distribution of the Safety Manual. One stakeholder asked when copies of the manual would be distributed at the Medical Education Building (MEB) and at the Forensic Science Center. The Committee agreed that the MEB participates in this safety program and should be issued manuals. The Forensic Science Center (FSC) is a MURC unit. Is it appropriate for the manual to be distributed at FSC? There followed a discussion of whether the Safety Committee should attempt to represent the safety function for all three organizations (MU, MCTC, and MURC). The Safety Committee agreed to continue this discussion to a future meeting.

U.S. Bureau of Labor Statistics Reports: Jim Stephens distributed a printout with the availability of free workplace illness and injury reports available from the U.S. Bureau of Labor Statistics (BLS). These could give us a point to benchmark our program against national experience. Jim said he would post this information to the Safety SharePoint site.

Decontamination of Scientific Equipment for the Yard Sale: A question was asked earlier about certification as hazard-free of scientific equipment that is consigned to the Yard Sale. Jim Stephens reported that Dr. Aulick made a proposal that the Safety Committee ask the following individuals to be responsible for the decontamination of scientific equipment that is consigned to the Yard Sale: Radiation-related Equipment: Richard (Dick) Petit, Jr., Radiation Safety Officer, School of Medicine and Dr. William McCumbee, Professor, Physiology, School of Medicine. School of Medicine Biohazard-related Equipment: Dr. Donald Primarano, Associate Professor, Microbiology, School of Medicine. College of Science and other non-Med School Biohazard- and Chemical-related Equipment: Mr. Karl Shanholtzer, Professor/Laboratory Manager, College of Science. Dr. Aulick believes Petit and McCumbee already do this routinely for the radiation-related equipment. He suggests that we approach the others about their willingness to serve in

their respective roles. None have been asked by the Safety Committee yet. The Committee approved authorizing Brian Carrico to make these contacts and report back to the Committee. When an arrangement has been worked out, the Director, Health and Safety, needs to inform Bill Shondel, Director of Purchasing, that a plan is in place to certify the equipment as cleared for disposal through the Yard Sale. Brian stated that he has talked to Will McCumbee and he is coming over to do a preliminary walk thorough Tuesday, 08/09/05 of some of the items. Brian stated that he was given some decontamination forms from the College of Science that certifies that the items have been freed from any hazards. He states that he has a few things he wants to address with them. To avoid confusion over which items need decontamination certification, it might be useful to put a decontamination certificate on all items. The Committee determined that Brian Carrico is the primary person for issues of equipment decontamination.

Building Representatives List: The Building Representatives List has been an on-going item. A few people listed as building representatives still needed to be asked and agree to serve in that role. Brian Carrico stated he would finish contacting the remaining building representatives who had not confirmed their participation. The list when finalized becomes a part of the Safety and Health Policy manual.

Fire Extinguishers: Terry Olson commented that several fire extinguishers are either discharged and empty or are not the right kind for the type of fire that we are likely to encounter. Brian stated that a routine inspection of fire extinguishers was on-going. He stated that we have contracts for re-charging fire extinguishers. Terry agreed to notify Brian of the location of known discharged or outdated fire extinguishers.

College Avenue Traffic Signs: There is a requirement that a traffic control sign be posted at an 8-foot height. Several signs on College Avenue do not meet this standard. Brian Carrico and Jim Terry will review this situation and take appropriate action.

Lighting – Area between Prichard and Hodges and north side of Old Main: Terry Olson reported these areas as having deficient lighting at night. Dale Osburn said he would look into both these situations. He stated that new lights should be installed in several locations in late September.

Photo IDs for Security: Terry Olson inquired as to whether for security purposes it would be good to have photo IDs and a requirement that these be worn. The Committee determined not to take action or make any recommendation on this issue at this time.

Safety equipment for Physical Plant: It was discussed that some items of safety equipment for Physical Plant employees are either not available or do not fit properly. Some of the shoes and gloves are not suitable for electrical work. Physical Plant already provided gloves, hardhats and other items of safety equipment that Brian Carrico had brought to their attention. He stated that he will look into the issue of shoes.

Improper Opening of X-Ray Machine: It was reported that an old x-ray machine was opened up without anyone's knowledge, but there was no radiation hazard believed to exist. This occurred in the Science Hall. The person opening the doors on the equipment did not realize there might be a hazard associated with this. The College of Science will be encouraged to disallow the opening by non-authorized personnel of any equipment that might pose a hazard.

Next Meeting: The next meeting of the Safety Committee is scheduled for Monday, 09/12/05, at 2:30 p.m. in the HR Services Conference Room in 207 Old Main.