

**Safety Committee Meeting
Southside Virginia Community College
Christanna Campus Maintenance Building
April 29, 2009--2:00 PM**

Minutes of the Meeting

Members Present: Peter Hunt, Roger Wray, Dale Wooding, Arnold Gayles, Angela Jackson.

Members Absent: Janice Phillips, Chad Patton, Lydia Cox, student representatives.

The Safety Meeting convened at 2:00 p.m. in the maintenance building on Christanna Campus.

Old Business:

The October 15, 2008 meeting minutes were reviewed. Mr. Hunt asked whether hand sanitizers were placed at Pickett and Emporia. Dale and Roger advised that all locations have sanitizer dispensers in place. Currently there are the maintenance departments no longer have safety interns.

New Business:

Threat Assessment and Visitor Tag/Registration

Dale shared information regarding the system used at Charlotte County High School. The system is computerized and connected to a camera. When the visitor enters the school he/she will report to the Visitor Tag station and enter the required information. Once the information is entered, a self-adhesive tag is printed out for the visitor to wear while at the school. It was suggested that this system could be utilized at Emporia and Pickett locations. Mr. Hunt asked Dale to check on the cost.

Snapshot Survey

The Snapshot Survey results were reviewed per campus.

Christanna Campus

- Biology/Chemistry Labs – add “not for consumption” on items stored in the refrigerator
- Misplaced screw/pin
- Eyewash station
- Plastic Globe repair
- *Need Standard Operating Procedure and MSDS for Chemistry Lab
- *Mr. Hunt asked Roger to check on the evacuation plan in Emporia
- *Eyewash station needs to be placed in Emporia (Mr. Hunt will check with Al about the funds to purchase)

Daniel Campus

- Secure gas containers
- Flow of water at eyewash station (automotive area)
- Maintenance staff use proper ladder height

- Label items in labs
- Ensure evacuation maps are updated
- Spider bite
- Replace chemical cabinet
- BloodBorne Pathogen training
- Update evacuation maps
- *Eyewash station needs to be placed at Pickett

Snapshot Recommendations

- Each campus is to complete the job safety analysis on the Hazard Assessment Form for each of their employees. This form is to be completed by December 31, 2009.
- Need to have in place the standard Operating Procedure and MSDS forms.
- Lockout/Tagout forms will be modified. Dale will look over and send information to Roger. Training will need to be conducted for this.

Mr. Hunt's Recommendations

- Ensure each campus has access to the training videos for the maintenance staff
- Inspection of forklifts and documented on roster
- Follow-up with snapshot survey should be within a month
- *Conduct a fire and tornado drills

Emergency Call Phones

An emergency call phones have been placed in parking lots on John H. Daniel Campus. Dale stated that the phone is working okay on campus. Additional phones will be ordered for Daniel (2) and Christanna (3) campuses. These phones will be located at the Workforce Buildings and lower/upper parking lots. Roger suggested that a phone be ordered by the fall semester to be placed near the tennis courts.

Summer COOP Exercise

Mr. Hunt advised that each campus needs to conduct a summer practice exercise for the COOP Plan. The exercise should involve the local police and fire departments, counseling services and IT personnel. *Roger will make contact with an official in Lawrenceville to get ideas on how to conduct the exercise. *Roger will also follow-up with getting the radio frequency of the Sheriff's office and Dale will follow-up with the Charlotte County Sherriff's office. The next COOP Plan meeting will be scheduled in July 2009.

Swine Flu Epidemic

The memo from the Governor's office referencing the Swine Flu was discussed. Mr. Hunt advised that the Swine Flu epidemic procedures should be followed as stated in the Pandemic Flu Annex. The precautions listed are the same as prevention from the Swine Flu. The guidelines for prevention will be placed on the monitor for students and faculty viewings. It was advised that both campuses have enough disinfects if needed.

Other Discussion

Sex Offenders Policy change

The revised policy has changed regarding Sex Offenders. The policy change was discussed and *Mr. Hunt will have Bethany to check with the State Police about notifications.

*Roger – Emporia Center needs some security cameras

Dale – each campus would need to get a Threat Assessment Team in place. The Threat Assessment would need to be included in the COOP Plan. The following areas should be involved: Student Services, Local Law Enforcement, Mental Health Department, faculty, staff, and counselor. *Roger will contact someone at the Lawrenceville Health Department about mental health personnel.

Mr. Hunt -- advised that we need to do better with the attendance at the Safety Committee meetings. The student representatives are not attending. Dale suggested that the maintenance work-study students become the student representatives for each campus.

*Advise Chad if he cannot attend the meetings, to send his work-study student in his absence.

With no further discussion, the meeting adjourned at 3:00 p.m.

Approved by: signature on file
Peter G. Hunt, VP of Finance
& Administration

Date: 5-13-09

Transcribed by: signature on file
Angela Jackson, Administrative Asst.