

HEALTH AND SAFETY COMMITTEE

MINUTES

March 19, 2003

MEMBERS PRESENT: Ken Ritt, Chair
Lynn Rabhan
Gene Smith
Wade Hallman
Ronnie Woodard
Carolyn Jackson
Howie Shaw
Ron Prince
Ed Farris
Wayne Street
Joy Ginn
Cindy Archie

Building Inspection Assignments

The Committee reviewed/adjusted building inspection assignments due to a poor history of visits. Members were reminded of the importance of conducting building inspections and if help is needed, Ed Farris and Ken Ritt would assist.

Fire Drills

Findings from past fire drills were reviewed. In general, the drills went well. Areas of concern included; difficulty in hearing the alarm in certain areas of the WLC second floor, faculty not accounting for all their students, assembly too close to the buildings, and congestion in the stairwells. Wayne Street and Ken Ritt will look into these issues and evaluate at the next drill scheduled for August 2003. It was also noted that the Childcare Center would require monthly fire drills when completed.

Space Heaters

It was noted that several employees were using privately owned space heaters during the winter months. Ken Ritt said he would e-mail the staff during the fall reminding everyone of the policy on use of heaters and the OSHA regulations covering heaters and extension cords.

Attached: Incident/accident Report

HEALTH AND SAFETY COMMITTEE

MINUTES

October 22, 2003

MEMBERS PRESENT: Ken Ritt, Chair
Ed Farris
Dorothy Hogan
Lynn Rabhan
Bob Guyse
Jim Sly
Gene Smith
Wade Hallman
Ronnie Woodard
Carolyn Jackson
Ron Prince
Ed Farris
Wayne Street
Joy Ginn

Building Inspection Assignments

The Committee was asked to review building inspection assignments and to get back to Ken Ritt with their preferences for the year.

Fire Drills

The August fire drill was reviewed. Findings from past fire drills were reviewed. In general, the drills went well. Areas of concern included; difficulty in hearing the alarm in certain areas of the WLC second floor, faculty not accounting for all their students, assembly too close to the buildings, and congestion in the stairwells. Wayne Street and Ken Ritt will look into these issues and evaluate at the next drill scheduled for August 2003. It was also noted that the Childcare Center would require monthly fire drills when completed.

Space Heaters

It was noted that several employees were using privately owned space heaters during the winter months. Ken Ritt said he would e-mail the staff during the fall reminding everyone of the policy on use of heaters and the OSHA regulations covering heaters and extension cords.

Tripping Obstacles

Mr. Farris stated that we should not leave empty boxes or waste cans outside of classrooms or offices. Also podiums and overhead projectors are being left on classroom floors in walking areas. Other tripping obstacles observed were lose door mats, tears in carpeting, and extension cords.

OSHA Reminder

It was noted that the number OSHA violation is Hazcom compliance. Employees must be trained and a record kept on file. This is done during new employee orientation and during annual faculty and staff meetings. Everyone working with chemical or solvents must know how to use MSDS sheets and be familiar with label information.

Fire Extinguisher Training

Training is now part of new employee orientation. Any full-time faculty or staff who have not had training will be notified by HR and scheduled for the training along with the new employees.

Accident and Incident Report

Wayne Street reviewed the annual and last month's reports with the committee.

Attached: Incident/accident Report

**SAFETY COMMITTEE
MINUTES
APRIL 7, 2004**

The Safety Committee met on April 7, 2004 at 3:00 p.m. in the LC Board Room.

Members present were Mr. Ken Ritt, Mr. Ed Farris, Ms. Lynn Rabhan, Ms. Joy Ginn, Mr. Wayne Street and Mr. Tom Garrou.

Mr. Ritt opened the meeting by welcoming everyone. Mr. Ritt announced that Darrell Haley will replace Bob Guyse on the committee.

Mr. Ritt distributed attached agenda.

Mr. Ritt also distributed the attached Designated Areas of Inspection. The Oak (Child Care Center) Building was added with Dorothy Hogan assigned to conduct that inspection. South Campus was also added with Ken Ritt, Ed Farris & Wayne Street coordinating those inspections.

Inspections are to be conducted quarterly.

Mr. Ritt reviewed some things to be aware of when inspecting the designated areas:

- * Nothing should be placed within 3 feet of an electrical box
- * No Extension Cords
- * Nothing should be in front of fire extinguishers or exits.

Mr. Wayne Street distributed the attached CPM Item 06-0611 Emergency Medical Attention Procedure. Mr. Street asked the committee to review the CPM and notify Mr. Ritt of any suggested changes Mr. Ritt will present to Admin Council for review.

The topic of Fire Extinguisher Inspections was discussed. It was the recommendation of the committee for a department head to conduct the monthly inspections of the fire extinguishers in their building. These inspections should be then documented on the inspection reports. Mr. Ritt will submit this recommendation to Admin Council.

Mr. Street reported to the committee that the Emergency Response Plan had been updated in February and was available on the Web page.

It was the recommendation of the committee that the Emergency Response Plan would be reviewed annually at the Faculty/Staff Meeting in August. Mr. Street also discusses this plan at the ACA 111 classes he speaks with.

Mr. Street distributed the attached Incident Log to the committee. The security incident reports are posted on the web page for review.

Mr. Ritt discussed the following items:

- * OSHA 300 form – where is it posted and who is responsible.
- * All chemicals should have labels
- * MSDS should be maintained on all chemicals
- * Construction should begin in approximately 1 month on the new Cont. Ed. Building.

Mr. Ed Farris reminded Mr. Ritt on the status of the Hocutt stairs.

Mr. Ritt advised that this committee would meet the 2nd Wednesday of every other month at 3:00 with the next meeting scheduled for June 9.

There being no further business, the meeting adjourned at 3:50 p.m.

**Safety Committee Meeting
Minutes
June 9, 2004**

The Safety Committee met on June 9, 2004 at 3 p.m. in the WLC Seminar Room 131.

Members present were: Ms. Joy Ginn, Mr. Tom Potter, Ms. Lynn Rabhan,
Mr. Ken Ritt, and Mr. Wayne Street

Unable to attend were: Ms. Lou Brown, Mr. James Bynum, Mr. Ed Farris, Mr.
Darrell Haley, Ms. Dorothy Hogan, Ms. Carolyn Jackson,
Mr. Ron Prince, Mr. Jim Slye, Mr. Gene Smith, and
Mr. Ronnie Woodard

Leasa Holmes recorded the minutes.

Mr. Ritt opened this meeting and the following agenda items were discussed.

The minutes from the April 7, 2004 Safety Committee Meeting were distributed.

Old Business

1. Review designated inspection areas (quarterly)

Mr. Ritt distributed the **attached** committee listing showing the designated areas of inspection for each building. He indicated that committee members are responsible for inspecting their designated areas each quarter and providing a copy of the report to the Safety Director no later than the 5th of the following month. He also reviewed items that shouldn't be overlooked (fire extinguishers, extension cords, etc.) when conducting the inspection. Blank forms for recording monthly inspections (Monthly Safety Inspection Reports) were made available. Information from the reports will be used for necessary SACS documentation.

2. First Responders (CPM 06-0611)

Mr. Ritt indicated that proposed changes for the **attached** CPM item, 06-0611- Emergency Medical Attention Procedures, have been submitted to the Administrative Council for their approval.

3. Fire Extinguisher Inspections

Mr. Ritt announced that the department in which the extinguisher is located should conduct fire extinguisher inspections. Security and/or maintenance will conduct extinguisher inspections in open and common areas, and the departments are being asked to conduct inspections for their classroom or laboratory areas. Extinguishers are required in all computer labs. **A checklist indicating the location of fire extinguishers and what should be inspected on the extinguisher will be developed and made available.**

New Business

1. Construction

Mr. Ritt indicated that construction on the new Continuing Education Building would begin by July 1, 2004.

2. Speed Bumps

It was indicated that two sets of speed bumps are presently located at the construction site. Mr. Ritt recommended that the speed bumps be removed during the phases of construction. It was the consensus of the safety committee members present that the speed bumps be temporarily removed.

Mr. Street stated that he has three signs on order regarding crosswalk crossing to be located at the crosswalks.

Miscellaneous Items

1. Incident / Accident Summary (Wayne Street)

Mr. Street distributed the **attached** WCC Incident Report that reflects a summary of incidents that have occurred on campus from January 6, 2004 thru May 27, 2004.

2. Tornado Warning Recap

Mr. Street gave a review on the recent tornado warning that was experienced on campus. During the time of bad weather, Mr. Street indicated that he made an announcement to faculty, staff, and students to follow the evacuation plan. He also indicated that the auditorium should not be used as an area to evacuate due to its roof covering.

3. Mr. Potter expressed his concern regarding no housekeeping support assigned in the hangar at the Goldsboro Wayne Municipal Airport. Mr. Ritt indicated that he would check on this and get back with the Aviation Department.

Without further business to discuss, this Safety Committee Meeting adjourned at 3:30 p.m.

Submitted By:

Ken Ritt
Safety Committee Chairperson

Date

Leasa Holmes
Recording Secretary

Date

Safety Committee Meeting
Minutes
October 20, 2004

The Safety Committee met on October 20, 2004 at 3 p.m. in the Dogwood 145.

Members present were: Mr. Tom Potter, Mr. James Bynum, Ms. Lynn Rabhan, Ms. Dorothy Hogan, Mr. Jim Slye, Mr. Ken Ritt, Mr. Wayne Street, Mr. Ronnie Woodard, Mr. Darrell Haley, and Mr. Wade Hallman.

Unable to attend were: Ms. Lou Brown, Ms. Joy Ginn, Mr. Ed Farris, Ms. Debbie Harris, Ms. Carolyn Jackson, Mr. Ron Prince, and Mr. Gene Smith.

Ms. Lynn Rabhan recorded the minutes.

Mr. Ritt opened this meeting and the following agenda items were discussed.

The minutes from the June 9, 2004 Safety Committee Meeting were distributed.

Old Business

1. Review designated inspection areas (quarterly)

Mr. Ritt distributed the **attached** committee listing showing the designated areas of inspection for each building. He indicated that committee members are responsible for inspecting their designated areas each quarter and providing a copy of the report to the Safety Director no later than the 5th of the following month. He also reviewed items that shouldn't be overlooked (fire extinguishers, extension cords, etc.) when conducting the inspection. Blank forms for recording monthly inspections (Monthly Safety Inspection Reports) were made available. Information from the reports will be forwarded to the appropriate agency for corrective action.

2. First Responders (CPM 06-0611)

Mr. Ritt indicated that proposed changes for CPM item, 06-0611- Emergency Medical Attention Procedures, have been approved by the Administrative Council and will be entered into the CPM.

3. Fire Extinguisher Inspections

Mr. Ritt confirmed that the department in which the extinguisher is located should conduct fire extinguisher inspections. Security and/or maintenance will conduct extinguisher inspections in open and common areas and continue to provide backup in all areas. The departments should conduct inspections for their classroom or laboratory areas. Tom Potter expressed concern that housekeeping

was not cleaning and inspecting eye washes in the Aviation Hanger. Mr. Ritt will look into the procedure.

4. Speed Bumps

Mr. Ritt indicated that two speed bumps have been removed. New speed bumps will be placed by the tennis courts and the speed bump between the Cedar and Maple Buildings will be replaced after construction of the Maple Building is complete. Mr. Street stated that the new crosswalk signs are in place.

New Business

1. Construction

Mr. Ritt indicated that construction on the new Continuing Education Building began on June 29, 2004 and will be completed prior to the end of September 2005. He also reviewed all other present and future construction/renovation projects.

2. Fire Drill

The committee discussed the fire drill conducted on September 22, 2004. It was noted that the alarm in the Library was not loud enough. Mr. Ritt will inform maintenance. There was some confusion with evacuation of the disabled. Mr. Street said that Caroline Smith or the faculty need to provide him a list of students requiring assistance during evacuations. Security can then look up class schedules and ensure arrangements are made to evacuate these students. It was also mentioned that the CPM requires faculty to account for their students during an evacuation.

3. Bomb Threat

The committee also critiqued the college's response to a bomb threat received on October 18, 2004. Items of concern were control and accountability of students, notification procedures, and assembly areas. It was agreed that the parking lots must be avoided until thoroughly searched. Separate assembly areas need to be identified and reflected in the CPM and Student Handbook.

4. Safety Visit

Mr. Ritt informed the committee that Blue Community College Division of Environmental Health and Safety would be on the campus October 27th and 28th to conduct an inspection of our safety and health programs.

Miscellaneous Items

Incident / Accident Summary (Wayne Street)

Mr. Street distributed the **attached** WCC Incident Report that reflects a summary of incidents that have occurred on campus from July 2004 thru October 2004.

Without further business to discuss, this Safety Committee Meeting adjourned at 4:30 p.m.

Submitted By:

Ken Ritt
Safety Committee Chairperson

Date

WAYNE COMMUNITY COLLEGE
SAFETY COMMITTEE MINUTES
January 26, 2005

The Safety Committee of Wayne Community College met on Wednesday, January 26, 2005 at 3:00 p.m. in LC Room 131. Members present were Ken Ritt, Chair, Lynn Rabhan, Darrell Haley, Ed Farris, Joy Ginn, Wayne Street, James Bynum, Ronnie Woodard and Debbie Harris.

Mr. Ritt opened the meeting by welcoming everyone and thanking them for their attendance. Mr. Ritt then discussed the Fire/Evacuation Procedures. Administrative Council discussed the evacuation procedures and the consensus was; when there is a fire drill with activation of the fire alarm system, employees are to move away from the building. In the event of an emergency evacuation, security will announce on the PA system that everyone should move to the graduation area until notified to re-enter the buildings.

Mr. Ritt distributed the attached memo listing the designated areas of inspection for committee members. Mr. Ritt encouraged all members to ensure that their areas are inspected quarterly and the inspection report is submitted to him as soon as they complete the inspection. Mr. Ritt also distributed the attached walkthrough checklist prepared by Judy Summerrow of Blue Ridge Community College Environmental Health and Safety Institute. Mr. Ritt encouraged each safety committee member to note their assigned areas to inspect and to compare them with the findings noted on the walkthrough checklist to see if the findings have been corrected. These items must be noted on the inspection report if they are not in compliance at this time.

Mr. Ritt also discussed the recent visit by OSHA. The visit was unannounced and the college was issued a fine of \$710 for a violation involving protection of the hot water supply pumps. Mr. Farris briefed the committee on the visit with the OSHA representatives and encouraged everyone to make sure their areas were compliant. OSHA will be back on campus to check the construction areas and could inspect any areas on campus while they are here. Mr. Farris also informed the committee that OSHA will be on campus on February 15-16 to speak to a class for Lorie Waller. Mr. Ritt also passed around snapshots taken of various areas on campus with noted safety violations. Mr. Farris reminded the committee that MSDS sheets are required for all chemicals on campus. MSDS sheets must be accessible by the user and a copy needs to be in the Master File kept by Shirley Pelletier in maintenance.

Mr. Wayne Street and Mr. Ed Farris will meet with Mr. Ritt to update the Fire Extinguisher Inspection Log and discuss the procedures for these inspections.

The emergency exit doors on the third floor of WLC were discussed and Mr. Ritt plans to contact the County Fire Inspector to discuss the exits with him. Mr. Ritt will report back to the committee.

Mr. Ritt also distributed the attached SACS report for Section 3: Comprehensive Standards. Mr. Ritt encouraged each safety committee member to review the standard and notify him of any suggested changes or questions they may have. The deadline for submitting these responses is February 15.

Mr. Ritt also distributed the attached Facilities Update and reviewed it with the committee. This report outlines the construction projects and deadlines.

Mr. Wayne Street distributed and reviewed the attached Incident/Accident Summary Log.

Mr. Ritt opened the floor for discussion and Mr. Ed Farris submitted a concern for a trip hazard in the WCC Fitness Center. The dumbbells lying on the floor in front of the work-out machines should be placed in a rack to avoid someone tripping over them. Mr. Ritt will forward this concern.

There being no further business, the meeting adjourned at 3:45 p.m.