

## Minutes of October 23, 2013 Safety Committee Meeting

### Present:

John Hopkins  
Dona LaFran  
John Eckel  
John DeLaney  
Bridget Cummins  
Kathy Rogers  
Dennis Hopwood  
Kate Rambo  
Lynn Woolson  
Kendra Golden

### Absent:

Marge Jessee  
Bryan Lubbers

Meeting called to order by Chair, John Hopkins  
The minutes of last meeting approved

### Old Business:

Accident Prevention Program document was discussed. Committee members weren't ready to make any recommendations or approval so a meeting in November was called in order to evaluate and make a recommendation. Meeting will be November 19<sup>th</sup>, at noon, at Reid center.

A method of communication from committee members was discussed. Member's reported back to their building population by email, departmental meetings, and posting minutes.

Directional signs and arrow have been placed at the Harper Joy theater parking. Signs are up, one way arrow going from north to south, slow down signs are present. Kathy recommended placing a one-way sign at the north end of the parking lot.

Discussion was made on the redistribution of committee member's safety committee coverage. Kathy will send out a proposed list of changes.

### New Business:

Disaster Bins, intended for first responders and campus nurses have been updated and locations are as follows:

- (1) Library
- (1) Reid
- (2) Health Center
- (2) Sherwood

Florescent bulb issue was discussed. Kathy informed us that the new bulbs carry very little mercury. Proper method to clean up a broken bulb is: to ventilate the room for 20 minutes, pick up larger pieces of broken glass using duck tape, and call for the heppa vac which will be located under Kevin Wright's office. Bulbs are 100% recycled and should be placed in its original contained for recycling purposes.

Battery recycling is also changing the collection procedure. Ends of batteries must be taped and collection sites will be announced.

Direct staff and faculty to recycle home batteries at Home Depot, Radio Shack or Staples.

November meeting scheduled for November 19<sup>th</sup>

Next regular meeting December 17<sup>th</sup>.

Meeting adjourned.