



**Health Sciences Center
Safety Committee
Meeting Notes**

Thursday, February 27, 2014

1:30-2:30PM

Attended:

- | | |
|-------------------------|--------------------------------------|
| - Stephanie Graham-Sims | -Nina Clovis |
| - Philip Hurst | -Smitha Rayadurg |
| - Mike Hughes | -Frank Ali |
| - Leisa Stiller | -Travis Knuckles |
| | -April Cukic |
| | -Braynard Collins |
| | -Beth O'Neil |
| | -Pat Callery |
| | -Darwin Malley |
| | -Robyn Warbel |
| | -Adrienne MacLeod |
| | -Angela Lemmon (Recording Secretary) |

New Business:

Stephanie Graham-Sims (Safety)

- Meeting called to order at 1:30PM.
- Introductions: There were two new staff members recently hired to the HSC Safety Committee.
 - **Mike Hughes**
EH&S Safety Specialist
HSC Safety Office
 - **Lisa Stiller, CIH**
EH&S Safety Specialist
HSC Safety office
- Shots Fired Training. Approximately 75 people attended the active shooter training offered by the HSC Safety Office. A self-defense course is being offered by University Police Department. It is a 4 hour course offered on Sunday afternoons at Stansbury Hall. They may have a class for HSC employees if there

- is enough interest. Once confirmed we will send out an e mail to everyone. Further information is available on the University Police Department webpage.
- Emergency Response Plan. The plan is being implemented. However, since many upper level administrators are leaving, it may be best to plan the initial table top disaster plan shortly after the new administrators are in place.
 - Waiver/release for students under 18 who are working or volunteering on the HSC Campus has been developed. A full time faculty member or staff must be supervising a minor. Will be on the Safety website. Once a waiver is completed, please send a copy to the HSC Safety Office.
 - A discussion was held regarding completing a document for those over 18 who are volunteering. May be able to do a document for those over the age of 18. Will check with Legal Services. Visitor ID's may be something to check into.
 - Nina Clovis and Pat Callery indicated that a similar form is needed for volunteers/visitors over the age of 18. Stephanie said she would look into developing that form.
 - Freight elevator on track to be completed in August.
 - OLAR – requiring everyone to use elevator when carrying animals and not stairs. They do not want people using stairs because of tripping or falling hazard. Everyone was reminded that elevator #5 is for animal transport, even if the cages are empty. Elevator #6 is to be used for food.
 - Rerouting of traffic will be done during Spring Break by the parking booth. Both sides of the roads by the booth will be used. This will be done during the week of March 10th due to construction.
 - Fire Lane. People are parking in the fire lane near the parking booth. The Fire Marshall called and wants this issue corrected or they are going to start issuing tickets. Cathy Patterson is working with WVU HSC and WVU Healthcare regarding a memorandum of understanding.
 - IPE Space. There are additional study space areas under construction behind the IPE space.
 - For those who are unaware, there is also a meditation room across from the hall way by the IPE space.
 - There is a lactation room on the first floor.
 - A summer renovation project will begin over the summer by the bookstore on the ground floor of the HSC North. All the windows will be replaced.
 - Asbestos removal continues by OLAR
 - Loading dock. There are Liquid Nitrogen tanks. There are new safety signs up in the area regarding Liquid Nitrogen Training and use which is available on SOLE.

Adrienne MacLeod (Radiation Safety):

- Radiation Safety Office will be moving in to their new office space in the spring.

Michael Hughes (HSC Safety Office):

- Has been working on Dry Ice and Confined Space Issues.

Leisa Stiller (HSC Safety Office):

- Also working on the Confined Space issue.

Nina Clovis (Orthopedics)

- No new business

Smitha Rayadurg (EHS)

- Her office has moved, but her phone number and e mail remains the same.

Philip Hurst (HSC Safety Office)

- Kim Bryner unable to attend meeting, but wanted Philip to let everyone know that she sent an email to the CHO of each department to let them know that their chemical inventories must be done by April 17, 2014. Compliance was low last year for turning in chemical inventories. Administration will receive the names of the departments who do not turn their inventory forms in by April 17, 2014.
- Also a Campus chemical hygiene plan will be send out as a new one has been updated. Individual department need to update their chemical hygiene plan annually as well.
- Safety Inspections and lab audits are being done on a new program called LabCliq. This program updates inspections as they are being completed. Task will be assigned to departments to correct if any issues arise. The violations and corrective actions will be sent to the individual department.
 - Stephanie let everyone know that the DEP was downtown and fines were significant for violations on the downtown campus.

Frank Ali (OLAR)

- AFA. Final validation and full occupancy should occur within 6-8 weeks before animals are moved. There may be tours of the facility in April.
 - Stephanie let everyone know that the Emergency Response Plan for the AFA is to be completed and approved by the state fire marshal.

Travis Knuckles (School of Public Health)

- No new business

April Cukic (SOM)

- No new business

Braynard Collins (Pathology)

- No new business

Pat Callery (SOP)

- No new business

Darwin Malley (MBRCC)

- No new business

Robyn Warbel (SON)

- No new business

Beth O'Neil Pathology)

- No new business

Next meeting is scheduled for Thursday, March 27th at 1:30PM.

Old Business:

Stephanie Graham-Sims (Safety)

- Meeting called to order at 1:30PM.
- Introductions: There were two new additions to the HSC Safety Committee.
 - **April Cukic**
Assistant Dean
Professional Programs
School of Medicine
 - **Travis L. Knuckles, Ph.D.**
Research Assistant Professor
Department of Occupational and
Environmental Health Sciences
School of Public Health
- Freight elevator – the elevator is for freight and animal transport only. Construction for new elevator will begin this summer. With substantial completion projected for August.
- Water leak – Spill Response Room flooded as well as several other rooms due to the extreme temperatures and freeze and thaw.
- Active Shooter Drill at Ruby – done at the HSC South Cafeteria. HSC Administration is interested in conduction a table top drill and the HSC Safety Office is making preliminary plans.
- Active Shooter training – dates on webpage and intranet. Dates are 1/28/14; 2/5/14 and 2/13/14. Attendees will learn tools on what to do if situation arises.

There is also Emergency Response Information on the page relating to Active Shooter Scenarios such as:

Active Shooter Training & Information

Remember, these steps:

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life.

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors

3. TAKE ACTION

- As a last resort and only when your life is in danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter.

Call 911 when it is safe to do so

- **The Active Shooter Awareness - Options for Consideration video** was created to support training and exercise programs conducted by the Department of Homeland Security to raise awareness for the actions individuals should take in the case of an active shooter incident.
[View Video](#)
- WVU UPD Responding to an Active Shooter in your Vicinity Poster (<http://police.wvu.edu/r/download/85873>)
- WVU UPD Active Threat Template (<http://police.wvu.edu/r/download/12084>)
- The HSC Safety Office has partnered with the University Police Department to bring a 45 minute training session to the Health Sciences Center titled "*Shots Fired*" – *Guidance for Surviving an Active Shooter Situation*.

Kim Bryner (Safety)

- Chemical inventories – Will soon be sending the request for inventories out. They are due in the middle of March.
- In the process of updating/revamping the Chemical Hygiene Plan. Will send to departmental CHO's and place on website once finalized.
- Annual Laboratory Inspections have begun. HSC Safety Office is utilizing new inspection software. The HSC Safety Office provides this service to all HSC Campus laboratories yearly to determine compliance with OSHA, EPA and DEP standards and WVU policy. This information allows departments to correct deficiencies in order to protect the health and safety of employees, students and visitors and to minimize potential regulatory fines departments would receive for the deficiency. This year we are using a cloud-based inspection, assessment, and corrective actions application that simplifies the inspections and records management process called LabCliq. The inspection report will:
 - provide a full inspection report to Principal Investigators, Laboratory Managers, Chemical Hygiene Officers and the HSC Safety Office immediately upon inspection
 - describe corrective action needed and assigns a designated person the task of ensuring the deficiency is corrected
 - track the corrective actions
 - provide the regulatory standard that requires the corrective action

For example, if an eyewash needs repaired, this deficiency will be assigned to Facilities Management. If there is mixed chemical storage/compatibility issue in

the laboratory, this will be assigned to either the Laboratory Manager, or Principle Investigator. The designated employee will receive an E-Mail message from LabCliq to log-on and set up a password to review the report. The CHO for the Department and the HSC Safety Office will receive all of the Departmental reports whether there are deficiencies listed or not.

This is our first year using the software and it is working well, but we appreciate patience if any minor issues/glitches arise. We will work to resolve them quickly. Please ensure all of the PIs and Laboratory Managers in your department know that we will be inspecting next week and that they can expect to receive a Labcliq inspection email report shortly thereafter.

Philip Hurst (HSC Safety)

No new business

Frank Ali (OLAR)

- The OLAR hallway to the morgue is being temporarily closed soon for asbestos abatement in preparation for the new freight elevator.
- The new Animal Facility Annex building is being validated and prepared for commissioning. Equipment being placed now. Animals to be moved by April.

Nina Clovis (Orthopedics)

- Email received concerning thefts in building. Picture was circulated of a man who was given a trespassing notice. In the past there having been unauthorized people in the building. Recently there have been security enhancements and that has been less of an issue. There was no evidence that the person trespassing was involved in the thefts. However, building occupants should be reminded to keep their valuables in a locked drawer.

Robyn Warbel (Nursing)

- No new business.

April Cukic (SOM)

- No new business.

Kristen Daft (Radiation Safety)

- No new business

Lana Bunner (WVUH)

- No new business

Travis Knuckles (School of Public Health)

- No new business

Patrick Callery (Pharmacy)

- No new business

Braynard Collins (Pathology)

- No new business

Rena Bouchal (Pathology)

- No new business

The meeting concluded at 1:50PM. The next meeting is scheduled for Thursday, February 27th at 1:30PM