



**Health Sciences Center  
Safety Committee  
Meeting Notes**

**Thursday, March 27, 2014**

**1:30-2:30PM**

**Attended:**

- |                         |                                      |
|-------------------------|--------------------------------------|
| - Stephanie Graham-Sims | -Kristen Daft                        |
| - Mike Hughes           | -Mike Cain                           |
| - Leisa Stiller         | -Braynard Collins                    |
|                         | -Beth O'Neil                         |
|                         | -Michael McKinstry                   |
|                         | -Patrick Callery                     |
|                         | -Lori Hostuttler                     |
|                         | -Robyn Warbel                        |
|                         | -Robyn Warbel                        |
|                         | -Barbara Foster                      |
|                         | -Frank Ali                           |
|                         | -Angela Lemmon (Recording Secretary) |

**New Business:**

Meeting was called to order at 1:35PM on March 27, 2014

Stephanie Graham-Sims: (Safety)

- Lab reminders for chemical inventories due April 17, 2014. There has been poor compliance in the past. Up to date inventories are necessary for compliance.
- Kim Bryner sent out requests for names of employees who work in HSC campus labs. All lab employees must have hazardous waste training. Names on the list must be kept up to date. No former employees should be on the list. DEP will compare the lists and fines will be levied for each individual who does not take the training.
  - DEP has inspected HSC the last two years. It is anticipated that they will be back soon for re-inspection.

- Barbara Foster added that we want to make sure that all waste is dated and all chemicals are dated as well. Need appropriate labels on waste. She also stated that there were added fines this years. For example, lack of good faith, history of non-compliance, dusty chemicals, etc. Also, they asked for list of people that took training to cross check with those in lab. If they received no training for a year there was a fine.
- Also, if someone leaves WVU could there be a note in the contract that HSC Safety be contacted so that we can check their labs and make sure their names are off the list for trainings and that proper lab close out occurs.
  - Frank Ali suggested that we send a letter about DEP fines on labs and personnel to the departments.
- Asbestos abatement has been completed by OLAR. Renovation to the area is taking place.
- Freight elevator due to be completed by August.
- Construction update – Traffic circle is being completed. The hospital is tearing down the Rosenbaum House and the Child Care Center. The Rosenbaum House and Child Care Center is currently being rebuilt by the Ronald McDonald House. The eventual plan is to re-route traffic in front of the stadium instead of through pedestrian traffic in front of the hospital.
- There were previously no legal documents about minors under the age of 18 working or volunteering in HSC labs. Stephanie developed the forms and got approval from Legal Affairs and the form is done. A form for adult volunteers has been developed as well. Forms will go on the HSC safety office webpage in the next couple weeks.
- During the week of March 31<sup>st</sup>, there will be fire trucks by the loading dock. They are having First Responder training for the AFA building. The FBI, fire department, etc., will be there to discuss about what would happen in case of an emergency.

Beth O'Neill (Pathology):

- She had two people interested in the CPR training. She was told that only WVU employees are offered the WVU provided training could attend, not hospital employees. Stephanie suggested she talk to Lana Bunner at the hospital for CPR training for hospital employees.

Frank Ali (OLAR)

- . The AFA facility is going to be state of the art. There are air balance issues so there is currently a delay on AFA completion date.

Lori Hostuttler (HSC Library)

- She is happy to be a part of the Safety Committee.

Patrick Callery (Pharmacy)

- There have been a lot of fire alarms lately. This is always a challenge for compliance. Wanted to know if there has been any progress for better system and communications?
  - Stephanie Graham-Sims stated that people should evacuate. There will be changes in the Emergency Response Plan. There are plans for improvements to the fire alarm situation.
  - Lori Hostuttler stated that students have 24 hour access to the library. They make them evacuate and are made to go outside for the fire alarms, but many go back in before the all clear.
- Patrick Callery stated that compliance is poor. Could we send out a letter to departments stating that everyone must leave in case of a fire alarm? This may increase awareness of dangerous situations. Maybe describe what can happen if people don't leave during fire alarms.
  - Frank Ali stated that OLAR has a sign out sheet for fire alarms.

The meeting was adjourned at 2:30PM. The next Safety Committee Meeting will be held on Thursday, April 24, 2014, on the first floor conference room. A reminder will be sent out prior to the meeting.

Old 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 10<sup>th</sup> 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 27<sup>th</sup> at 1:30PM.