



**Health Sciences Center  
Safety Committee  
Meeting Notes**

**Thursday, April 24, 2014**

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

**Attended:**

- |                         |                                      |
|-------------------------|--------------------------------------|
| - Stephanie Graham-Sims | -Lori Hostuttler                     |
| - Mike Hughes           | -Adrienne MacLeod                    |
| - Leisa Stiller         | -Travis Knuckles                     |
| - Philip Hurst          | -Nina Clovis                         |
| - Kim Bryner            | -Pat Callery                         |
|                         | -Rena Bouchal                        |
|                         | -Beth O'Neil                         |
|                         | -Braynard Collins                    |
|                         | -Lana Bunner                         |
|                         | -Angela Lemmon (Recording Secretary) |

**New Business:**

Meeting was called to order at 1:30PM on April 24, 2014.

**Stephanie Graham-Sims (Safety)**

- Traffic pattern – Repaving will begin the week of April 28, 2014, for Ruby expansion. The roundabout entrance will open soon.
  - Lana Bunner added that the 3<sup>rd</sup> floor walkway from the hospital to the POC will no longer be in use after May 1, 2014.
- Students at the HSC were having difficulty finding coffee in the evenings. A Kureg coffee machine has been set up in front of the University Police Office. K-Cups can be purchased for \$1. A variety of coffee, tea and hot chocolate K-Cups are available.
- The North freight elevators replacement project is projected to be completed in December, 2014.
- The John Jones renovations are due to be completed in Fall of 2014. This will become a new Interprofessional education (IPE) space.

- Phase II of the IPE space on the North side is projected to be completed in the summer. The primary use of this space is educational purposes.
- The North elevators will be down on May 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> for cable repairs.
- The large shredder by the loading dock is permanently down. It cannot be repaired. Large shredding jobs are to be done by an outside vendor.
- Stephanie met with the Drug Enforcement Agency (DEA) officials regarding faculty who are applying for licensure.

Travis Knuckles (School of Public Health)

- Everyone should understand proper storage of controlled substances.

Adrienne MacLeod (Radiation Safety)

- Radiation Safety is not moved into new space yet.
- The Nuclear Regulatory Committee did an inspection. Everything went well.

Kim Bryner (Safety)

- Lab audits continuing. LabCliq laboratory inspection software is working effectively and the HSC Safety office has received positive feedback. Pathology is next on the list for inspections. Kim stated she was appreciative to everyone who has returned their chemical inventories thus far.

Stephanie Graham-Sims (Safety)

- DEP inspections occurred on main and Evansdale campus. Anticipate they may possibly be here by or before July 1, 2014, but that is just a guess.
- Reminder to keep lids tight on containers
- Ensure chemicals and hazardous waste label properly.
- Turn in a list of all laboratory workers to Kim Bryner. Ensure they have taken hazardous waste training.
- Compare that list to the training list. We can be fined if lists are not the same.

Rena Bouchal (Pathology)

- Reminder about keeping valuables locked up. There were reports of someone going through their desks. Nothing was taken.

Beth O'Neill (Pathology)

- Received a concern from Pathology faculty member that the fire alarm was not heard their hallway. Facilities Management said fire alarms were working fine. Asked to check Pathology hallways as they cannot always hear fire alarm.
  - Stephanie stated that she will have someone check the fire alarms in their hallway to make sure they are working properly and can be heard.

Lana Bunner (WVUH)

- Construction at Ruby is ongoing. There will be a pharmaceutical waste program initiated and training program in May. Hope to be completed by June. Training will consist of how to properly dispose of expired products.

Nina Clovis (Orthopedics)

- The hallway by her office will be the only connector between the HSC North and HSC South. Other hallways will be closed off for SMS Center. This is a concern because of the material Orthopedics stores in the area.

Stephanie Graham Sims (Safety)

- Meeting concluded at 2:06 PM. The next meeting will be held on May 22, 2014, at 1:30PM. This will be the last meeting until the Fall, 2014, semester.

Old Business:

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.