

HEALTH AND SAFETY COMMITTEE MEETING

1

On August 24th, 1998, the Health and Safety committee met to discuss committee goals for the '98-'99 academic year.

The following members were in attendance:

- 1.) Scott Walker
- 2.) Charles W. McDonald
- 3.) Gerry Thomas-Cook
- 4.) Edith Oates
- 5.) David Peddy
- 6.) Russell Self
- 7.) Dorothy Houston
- 8.) Brenda House

The committee decided to pursue the following goals:

- 1.) Health and Safety Building Inspections – Each member agreed to be a building inspector for the building and campus in which they conduct most of their campus activities. Charles McDonald, fire science instructor, provided valuable information and guidance as to these inspections. Each building would be checked for the location of fire pulls, fire extinguishers, exit lights, first aid kits, building problems, etc. Mr. McDonald agreed to provide fire inspection forms for each inspector. These inspections would serve as a “follow-up” to work done by previous committees.
- 2.) Faculty Safety Instruction – It was suggested that having fire extinguishers was incidental if faculty members did not know how to use them. It was proposed that the committee arrange campus seminars for the staff and faculty in the following areas:
 - a.) Fire Extinguisher Safety through the Athens Fire Department.
 - b.) First Aid Instruction through the Red Cross.
 - c.) Self-defense Instruction through an officer of the Athens Police Department.***The committee proposed a request for professional growth for these seminars.
- 3.) Student Safety Instruction – It was suggested that the committee research the availability of video programs over the following topics:
 - a.) date rape
 - b.) dorm safety
 - c.) self-defense
 - d.) fire safety
 - e.) first aid
- 4.) Other concerns noted by members were:
 - a.) teacher safety
 - b.) the lack of guidelines for a “campus – wide” emergency, such as, a riot, campus shooting, etc.
 - c.) the concern that some faculty members were smoking in their offices against campus policy and state law
- 5.) Committee members agreed that meetings would be most convenient on either Monday or Wednesday.

My deepest appreciation is extended to committee members for their contributions in our efforts to make each TVCC campus a healthy, safe environment.

Brenda House

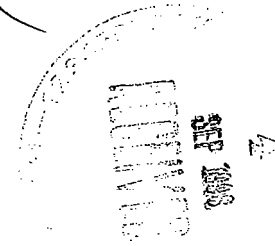
MEMO FROM: B.HOUSE, HEALTH AND SAFETY COMMITTEE

TO: DR. JAN HUFSTUTLER

RE: VENTILATION IN THE PHOTOGRAPHY LAB
MATH - JOURNALISM BUILDING

2

Sept
1998



Shortly after the meeting on August 24, 1998, I was approached with concerns over the photo lab in the Math-Journalism building. Apparently, there is no ventilation in the lab, and the chemicals used in processing film cause a very strong, offensive odor. The odor, caused by the process, permeates the building causing some of those in the building to have headaches. Additionally, I was informed that the "fixer" used in the last stage of photo development can cause crystals to form on the lungs of those exposed. Both of these problems create a health-safety concern.

If the situation in the photo lab is accurately presented, we would like to request that Max Logan, and the maintenance department, investigate the possibility of installing an overhead vent for the photo lab.

Thanks for your attention to this matter.

Cc: Max Logan

October 6, 1999

3

OCT

1999

To: Jan Huffstutler

From: Brenda House, Health and Safety Committee

Our committee sent out the attached survey to poll the interest level for seminars on the four topics.

The response was astounding, and considerable interest was expressed in all topics.

We would like your permission to begin scheduling the presentations—two this Fall and two in the Spring.

We would like to request professional growth for those who attend.

We would also like to invite female students to attend the seminar on self-defense.

If this is acceptable, I will send specific schedules of the presentations, and the seminar spokesperson as soon as they are confirmed.

Thank you for your help.

FACULTY SURVEY

Attachment for #3

The Health and Safety Committee would like to present several safety seminars for professional growth. Please show your preference by rating the following suggestions (#1 - #4).

- ___ Fire Safety - Instructions in the use of a fire extinguisher, escaping a burning structure, and fire prevention.
- ___ Self Defense - Basic self-defense and crime prevention instruction.
- ___ First Aid - Basic first aid and general safety.
- ___ Health First - Personal health strategies and a presentation on communicable disease transmission.

Other:

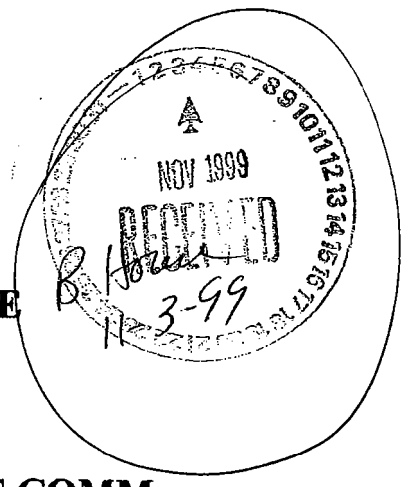
The Health and Safety Committee is also in the process of "updating" the First Aid kits, thanks to suggestions from faculty members. Please contact us with your health and safety concerns.

Please return form to Brenda House, Athens, by Friday, September 17.

Thanks.

MEMO

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FROM: HEALTH AND SAFETY COMMITTEE

TO: DR. JAN HUFFSTUTLER

MAX LOGAN

SAM HURLEY, BUILDING & GROUNDS COMM.

Over the past few weeks, many faculty members have brought to our attention numerous health and safety problems. We feel that several of these are of immediate concern, but all need to be dealt with over the next semester. Thank you for your attention to these problems.

1. The chemical fumes from the photography lab in the liberal arts building are noxious. Several have complained of headaches, nausea, and allergic reactions. Long term damage to students breathing those fumes is also a problem. It has been suggested, and requested, that a vent might solve some of the problems.
2. Candles and potpourri in offices also cause allergy problems for many people. A memo siting this problem would make employees aware that they should limit the amount of "smellums" in an office.

FINE ARTS BUILDING

Our committee decided to visit the buildings on the various campuses to check for health and safety problems. We were amazed at the condition of the Fine Arts Building. Built in 1978, the building's condition should be an embarrassment to the campus. The problems involve health, safety, maintenance, and the lack of basic sanitary conditions.

Maintenance:

1. Lights – lighting was increased on the parking lot, but is not maintained. All lights are out, except one.
2. Lights – the light in the front entry (east side) has been out for months. The light on the west end has a bulb recessed in the ceiling, but no switch to turn it on (or no one knows where it is).
3. Kiln room – the heat and fumes are excessive and dangerous. A vent would surely solve some of the problems.
4. Water fountain – the fountain broke and when fixed, the water shot onto the floor causing a wet, dangerous mess. To “fix it” a large trashcan was placed in the appropriate target zone.
5. Roof leaks – panels in the ceiling are wet and sagging, and they stink.
6. Phone – because the building is constantly in use, and isolated from the rest of the campus, access to a phone is a tremendous concern. There was a phone, which was removed, leaving behind holes in the wall, which have never been fixed.
(Students are in this building all hours and on weekends. The lack of a phone is a major security problem)
7. Bathroom vents – if they exist, none work
8. Clock – does not work
9. Fire – the rooms by the piano lab are in a “horseshoe” with no way out. If students were caught in those rooms by a fire in the main hall there could be serious problems. (just something to think about)
10. Filth – the walls look as though they have not been painted, or even cleaned, since 1978. There are holes in most of the walls and torn areas of sheetrock. All of the carpet is absolutely nasty with huge stains from water seeping up through cracks in the foundation. Basic cleaning and repairs would help tremendously, but interior painting would make a huge difference. The conditions inside this building are as bad any building on campus.

MEMO

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TO: JAN HUFFSTUTLER

FROM: HEALTH and SAFETY COMMITTEE

At several meetings over the fall semester, the issue of campus security was discussed. The major concern expressed by all involved was the inaccessibility of telephones, campus-wide, after class hours.

In most of the buildings on campus, students cannot get to a telephone unless there is an instructor to let them in an office. In the new LRC it is possible for employees to lock themselves in the building, and have no way to get to a telephone, and no way to get out.

The only available phone "after hours" is in the sub, which is locked around 10:00 p.m., making emergency situations considerably more dangerous.

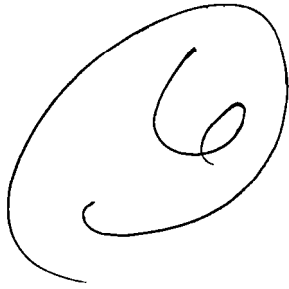
After lengthy discussions and considerable input, the Health and Safety Committee would like to request that a pay phone be placed in every building.

Thank you for your consideration and attention to this problem.

Brenda House
February 1, 2000

Cc: Max Logan
Rip Drumgoole

MEMO



**FROM: Health & Safety
Committee**



**TO: Dr. Jan Huffstutler
Max Logan
Sam Hurley**

Over the past few weeks, several faculty members and students have expressed concern over the use and “timing” of a variety of chemicals in campus buildings. The Committee previously addressed the problems with the chemicals in the photo lab, and has been asked to bring these current concerns to the attention of appropriate administrators.

The problems involve the use of carpet glue, bleach, termite poisons, and other chemicals that are causing headaches, throat and eye irritations, breathing difficulties, and allergic reactions.

The Health and Safety Committee would like to suggest the following alternatives to remedy some of the health problems:

1. Notify any personnel in the area to be sprayed 24 hours prior to service.

2. Schedule spraying, cleaning, or other special services on Friday afternoons allowing chemicals to dissipate by Monday.
3. Consider alternative cleaning agents, such as, vinegar rather than bleach.
4. Schedule services on days that the weather will allow the opening of doors and windows to provide improved ventilation.

The Health & Safety Committee appreciates your assistance in these matters. We believe the health and safety of the faculty and students of Trinity Valley are of the utmost importance, and that a few adjustments would greatly improve the quality of the environment in which we all work.

Thank you,

Brenda House, Chairman

TRINITY VALLEY COMMUNITY COLLEGE

MEMORANDUM

TO: President Baugh
FROM: Jan H DATE: 4-13-01

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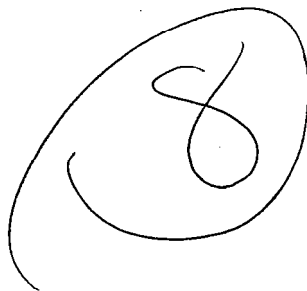
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| <input type="checkbox"/> For your information | <input type="checkbox"/> Reply and send me copy |
| <input type="checkbox"/> For your signature | <input type="checkbox"/> Report on this |

COMMENTS:

I, too, have received several complaints about fumes resulting from the use of chemicals and cleaning products.

Their suggestions make sense.

Thanks



▲
FEB 2002
RECEIVED

TO: Dr. Jerry King
Mr. Ron Baugh
Dr. Jan Huffstutler
Max Logan

FROM: Janet Cotton

DATE: January 31, 2002

RE: Safety of Clients

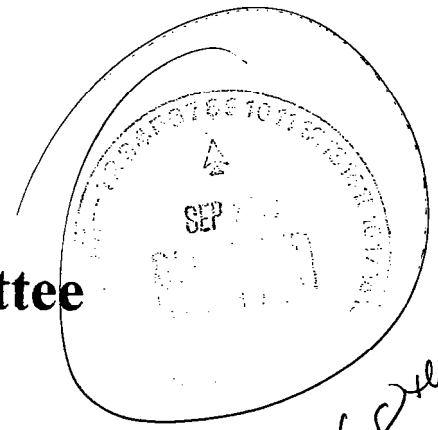
There is a safety hazard with our sidewalk in front of the Cosmetology building that we feel needs to be given some immediate attention. I have requested that something be done in the past about this situation and it still remains a problem. There is a low place that is especially dangerous when it rains due to the amount of water that stands across the walk. There have been several incidences in the past where one of our elderly clients has fallen and hurt themselves, some to the point of having to be taken to the hospital by ambulance. We have just this morning had the same thing happen to one of our ladies as she was trying to cross the water. She lost her balance and fell, hitting her head on the pavement which caused her glasses to be damaged and cut into her nose and forehead. She had quite a bit of bleeding due to the injuries. John Miles attended to her injuries until the paramedics arrived and took her to the hospital.

I am very concerned for the safety of our clients as well as to the liability of the college. We have been very fortunate in that we have not had some very serious injuries such as broken bones, hips, etc. It seems a very small and inexpensive measure to take in raising the sidewalk and possibly putting a cover over it when it comes to the safety of the older individuals that patronize our school. When it rains, they try to rush to the building whereas if we had a cover at least on one side, they could take their time and hopefully have less accidents.

I would appreciate your consideration and attention to this matter.

MEMO

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From : Health and Safety Committee

**To: Dr. Huffstutler
Max Logan**

Sept 8th,
2003

Several teachers have been approached by concerned students about the campus lighting around the Gibbs building, girls' dorms, and the front of the SUB. At the time night classes are released, those areas of the campus are very dark.

The committee would like to request:

- 1. Some increased lighting, in sited areas, as quickly as possible.**
- 2. Special attention paid to lighting as the area in front of the Gibbs building is converted into a**

**pedestrian area with landscaping,
which will increase dark areas.**

- 3. Security personnel be visible between nine and ten p.m. as classes are being dismissed. It would be especially helpful if they could patrol those areas during that time period.**

Thank you for your help in this matter.

Brenda House