I. OLD BUSINESS
   a. Approval of March minutes – minutes were approved
   b. Carry over from June 2008 meeting
      i. Confined Space Program -- Richard Sandieson still surveying and designating areas of concern
      ii. ADA Areas of Refuge – Ongoing (Richard Sandieson) - Committee discussed need of emergency phone in area of Refuge at Carnegie Hall. It was determined that this should be part of the ADA budget and appointed sub-committee to review. Sub-Committee for Accessibility (Richard Sandieson, Ken Hanna and John Mangine)
   c. Carry over from September 2008 meeting
      i. Respiratory protection program (Richard Sandieson, April) - Richard is working with Buck from ECSR
      ii. Powered industrial trucks training program (Training report, Policy from Scott Choffel and/or Jim Sumerfield, training for Physical Plant staff) -- Safety Committee is concerned with lift training, Richard will contact Scott/Jim with a deadline for training
      iii. No smoking signage – Update: Doors surveyed and signage selected and will be installed when the weather improves - Signage is in. Jed Miller is meeting with Richard’s work Study students tomorrow to review placement of signs and how to hang them to make them look most presentable
   d. Carry over from December 2008 meeting
      i. Transportation policy discussion (Work with UCIC, EHS officers) -- Ken Kensill, Linda, Larry, Richard and Marilyn Moore will meet to determine benefits of training all motor pool drivers vs. only 15 passenger van drivers
   e. Carry over from January 2009 meeting
      i. Environmental Audit (Richard Sandieson, Larry Lee, Linda Wetsell
         1. Completed – A favorable Notice of Determination has been received.
f. Carry over from February 2009 meeting
   i. **Bylaws** (Richard Sandieson) - tabled
   ii. **Swimming pool safety** (Cliff Willis) -- Cliff is running calculations to determine if we need to replace drain covers or if we are compliant as/is
   iii. **Key Accountability** – (Ken Kensill, Ken Hanna, Larry Lee and Richard Sandieson sub-committee) - Richard will set up a meeting with Ken Kensill, Cliff Willis and Larry. All committee members are welcome to attend if interested. Tammy will contact Susan Fenton to see if she can map MPulse test to Safety & Security to view

g. March 3, 2009 Meeting
   i. **Automobile Break-ins** -- Ken Kensill reported that there are no set patterns. Safety & Security have been reporting the incidences on Inside Allegheny along with safety tips
   ii. Steve Pakosh will be on campus the 1st week of June to provide Cuts prevention and lifting ergonomics training to the Physical Plant staff
   iii. The committee reviewed the 2008 medical claims summary and The 2009 summary as it stands to date. The committee will review this report semi-annually.
   iv. **Building Emergency Contacts** – Ken Kensill and his staff follow up with contacts once per semester during testing and training sessions. Updates to the contact list are made at that time unless notified beforehand. The Safety Committee webpage should have a link to this list on Safety & Security’s homepage

II. NEW BUSINESS: April 7, 2009 Meeting
   a. **Bi-laws** – tabled
   b. **Compliance**
      i. **Committee recertification** – Richard got packet from the State to be filled out
      ii. **AIPP** -- Accident & Illness Prevention Program – Richard is the program coordinator for Allegheny College. He will review areas of concern that we need to focus on and report his findings to Linda and Larry. The committee is asked to review the sections of the document that pertain to their departments
      iii. **Update of Pollution Prevention Plans (SPCC & PPC)**
         1. **Contracting update and engineering certification** – ECSR wrote program – Richard is working on updates for certification
         2. **Training Needs** – New employees working with oil and chemicals need training
         3. Richard passed around the Fume Hood Survey Form for review
c. **Make up committee training** – Ken Kensill and Tammy Garland will contact Richard with dates that are good for them to make up the March 3, 2009 annual training provided by Steve Pakosh

d. Joe Miller reported that lead disclosure statements are being signed by students living in apartments or campus houses. The Office of Residence Life will maintain these files and send disclosure statements signed by employees in campus housing to Human Resources

e. Joe Miller reported that Health and Safety Inspections in Residence Halls should be done by next week

f. Richard passed out the Safety and Environmental Compliance Inspection. He reported that everything that has been found has been corrected

III. **STANDING BUSINESS** – (Incidents, inspections, training, budget, subcommittee reports, etc.)