I. OLD BUSINESS
   a. APPROVAL OF MINUTES  Minutes were approved with revisions.  Joe Miller re-submitted revised minutes on 2/3/09.

   b. Carry over from June 2008 meeting
      i.  Confined Space Program – Update: Space surveys in progress
      ii. ADA Areas of Refuge – Ongoing.  Update: Richard Sandieson is waiting for a new price quote on communication equipment.

   c. Carry over from July 2008 meeting
      ii.  Campus e-mail or web announcement of Committee web site – Update: Adding slip prevention information to home page before announcement of web site (Richard Sandieson).

   d. Carry over from September 2008 meeting
      ii. Respiratory protection program – Richard will hopefully have written policies by late March or early April of 2009.
      iii. Powered industrial trucks training program – Update: Videos have been given to Scott Choffel and Jim Sumerfield.  Not sure if training has been completed. Richard will call Jim to discuss training and documentation of training.
      iv. Emergency lighting unit requested for grounds crew – Update: Richard Sandieson has received a new quote for $4,060 (same as previous quote); the unit was ordered on 2/1/09.
      v.  No smoking signage – Update: Doors surveyed and signage selected.

   e. Carry over from December 2008 meeting
      i.  Transportation policy discussion – Update: Information was requested from UCIC and EHS officers at several peer institutions.  Awaiting responses.
ii. Required annual committee training – **Update:** The annual committee training sessions will be held during the March 3rd Safety Committee, 10 a.m. to noon in the Campus Center, Room 206. Lunch will be provided.

iii. Worker’s Comp Accident/Injury Review – **Update:** Pat Ferrey and Richard Sandieson are reviewing accident/injury reports as they occur. Richard will follow-up with injured employee and/or supervisor for safety concerns and report back to the committee when appropriate.

f. Carry over from January 2009 meeting
   i. Environmental Audit: **Update:** Waiting for final approval.
   ii. Security and access to non-public controlled spaces.
      • Physical Plant Areas: (Cliff Willis)
      • Hazardous Materials (Richard Sandieson)

II. NEW BUSINESS: February 3, 2009 Meeting

1. Committee composition and governance
   a. Alternate members – **Update:** There was a discussion regarding adding alternates to the Committee. The following alternates were approved:
      • Linda Wetsell, Larry, Lee, and Ken Hanna will be alternates for Pat Ferrey, Ken Kensill, or Joe Miller;
      • Joe Hall will be an alternate for Tammy Garland, Richard Sandieson, or Jeff Groff - Joe Miller will talk to Joe Hall;
      • Physical Plant appointment - Richard Sandieson will check with Ken Hanna for a recommendation for an alternate from Physical Plant.

   Alternates are welcome to attend the monthly safety committee meetings and will receive copies of the minutes and agenda. Additionally, the alternates need to attend the annual training session scheduled for March 3, 2009, 10:00 a.m. in the Campus Center, Room 206. Steve Pakosh will provide training materials for any members who are unable to attend the March 3rd training session.

   b. Bylaws – **Update:** Committee members will work on the Bylaws with Steve Pakosh following the training session on March 3, 2009.

2. Winter Safety / Slips and falls addition to web page – **Update:** There will be a section on Slips & Falls and Winter Safety added to the Safety Committee Web site within the next couple of weeks. An announcement to employees will appear on “Inside News” with a link to the web page.

3. Swimming pool safety – new anti suction drain cover requirements from the State Department of Health (Virginia Graeme Baker Pool and Spa Safety Act) – **Update:** Cliff Willis is working on purchasing covers for the drains in the Wise Center pool. Once we are compliant, a form will be sent to the State notifying them of our compliance.

4. Key Accountability – **Update:** Ken Kensill, Ken Hanna, Larry Lee and Richard Sandieson will form a sub-committee to put together a proposed key policy. It was recommended that Tammy Garland, Patty Wood and Christi Pendolino be included on this sub-committee since they have or currently work with new and terminating employees.
III. Standing Business (Incidents, inspections, training, budget, subcommittee reports, etc.)

1. Subcommittee Reports: **No updates reported**
   a. Communication/Web Page
   b. Slips and Falls
   c. Fire Safety

2. Training:
   **Update:** Two Lab safety training sessions were provided for new chemistry teaching assistants in January.

3. Programs and Inspections:
   a. Quarterly report of general claims (Linda Wetsell)
   b. SPCC (Spill prevention plan) is being updated to facilitate monthly inspections and to add new oil sources (elevator and transformer oil) at Vukovich Center. **Update:** Work is being done with ECS&R; Linda Wetsell will also check on the Admissions and Founder’s House.