ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES

DATE: January 7, 2008
MEMBERS PRESENT:
Pat Ferrey, Tammy Garland, Jeff Groff, Richard Sandieson
MEMBERS ABSENT:
Ken Kensill, Joe Miller
CONSULTANTS:
Ken Hanna, Larry Lee, Linda Wetsell
GUESTS PRESENT: None
MEETING CAME TO ORDER:
MEETING ADJORNED:
SUBMITTED BY: Linda Wetsell

I. OLD BUSINESS
   a. CORRECTION OF 12/4/07 MINUTES:
      i. Last bullet of Certified Safety Committee reads that we can apply for
         certification within 103 months of renewal
      ii. Richard will research correct timeframe and note correction
   b. EMERGENCY CALL BOXES: Ken Hanna and Ken Kensill did a walk-through of campus as
      per ASG’s recommendation for additional call boxes and lighting and agree with their findings
      (plus an additional call box at Crawford) with the exception of the need for lighting between
      Schultz Hall and the Maintenance Building. Per committee discussion, an additional call box will
      be added to the recommendation for the new walkway at Robertson. The committee advocates
      lighting on 7 new boxes and 5 existing boxes as per the student recommendation. Research will
      be done before amending recommendation to the Plant Committee

      ACTION: Ken and Ken will be meeting with Joe Chriest regarding the lighting needs on City
      Streets

   c. ADA: Handicap Parking signs at North Village – complete
   d. AUTOMATIC DOOR OPENERS at Edwards – Will be done this summer out of ’09 CMP

II. NEW BUSINESS
   a. COMMITTEE OFFICERS:
      i. Larry Lee has appointed Richard Sandieson as chair.
      ii. Linda and Larry will still serve and meet monthly with Richard before meetings
      iii. Members should email Richard with agenda items and safety updates so we can
           do as much work behind the scenes as possible in order to limit meetings to 1
           hour

      ACTION: Richard will keep an informational committee binder.

   b. BUILDING INSPECTION SCHEDULE:
      i. Richard passed out Meadville Fire Dept’s inspection schedule
      ii. Committee recommends that building inspections be broken out to various
          individuals/sub-committees. Res Life will be provided a thorough checklist and
          will continue to inspect Residence Halls
**ACTION:** Richard will create a campus inspection schedule based on the existing schedule set up by the Fire Dept. Richard will compile appropriate checklists for each type of area and create a schedule for each inspection.

c. **DISCUSSION OF SUBCOMMITTEES AND MEMBERSHIP:**
   i. Safety Committee will compile a list of recommended sub-committees to AEC

d. **CERTIFIED SAFETY COMMITTEE TRAINING:**
   i. Training will be Feb 5 from 10:00 – Noon

   **ACTION:** Linda will send out notice to all committee members and alternates (AND order lunch).

e. **INCIDENT REVIEW:**
   i. There will be 3 areas reporting each month: Human Resources, Safety/Security and Business Office
   ii. Pat and Linda both reported no unusual activity
   iii. Ken K. was unable to attend and did not send a report

f. **INSPECTION REVIEW:** **nothing reported**

g. **FUTURE AGENDA ITEMS:**
   i. MERSA – Wise Center
   ii. Staff Education