ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES

DATE: January 6, 2009
MEMBERS PRESENT: Richard Sandieson, Patricia Ferrey, Joe Miller, Kenneth Kensill
MEMBERS EXCUSED: Jeff Groff, Tammy Garland
CONSULTANTS: Linda Wetsell, Larry Lee
GUESTS PRESENT: Clifford Willis

MEETING CAME TO ORDER:

MEETING ADJORNED:
SUBMITTED BY: Joe Miller

I. OLD BUSINESS - See Richard Sandieson’s handout
   a. APPROVAL OF MINUTES
      i. Minutes from December meeting will be distributed and discussed at the
         February meeting.
   b. CARRY OVER FROM JUNE MEETING
      i. Confined Space Program – Ongoing.
      ii. ADA Areas of Refuge – Ongoing.
   c. CARRY OVER FROM JULY MEETING
      i. Campus e-mail or web announcement of Committee web site – Still needs to be
         completed (Richard).
   d. CARRY OVER FROM SEPTEMBER MEETING
      i. Environmental Compliance: Oil pollution prevention, replacement of grease trap
         at Brooks dining – Should be completed by January 6, 2009.
      ii. Respiratory protection program – Richard will hopefully have written policies by
         late March or early April of 2009.
         iii. Powered industrial trucks training program – 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 – Not here yet.
      v. No smoking signage – Ongoing.
   e. CARRY OVER FROM DECEMBER MEETING
      i. Transportation policy discussion – awaiting responses from UCIC and EHS from a
         request for information.

II. NEW BUSINESS
   a. ENVIRONMENTAL COMPLIANCE
      i. Final data report submitted and awaiting response.
      ii. New regulations specific to academic labs – Richard is working on some specific
          written plans by March 2009.
   b. RADIATION SAFETY – Will be addressed Summer of 2009. Leave on agenda.
   c. SECURITY OF KEYS AND ACCESS TO NON-PUBLIC CONTROLLED SPACES
      i. Clifford Willis talked about issues of key accountability. Ken Kensill, Ken Hanna,
         Larry Lee and Richard Sandieson will form a sub-committee to put together a
         proposed key policy.
      ii. Hazardous Materials – Richard Sandieson suggested that a policy be presented
          to departments or buildings regarding hazardous materials. Linda Wetsell
          suggested that we provide departments with regulations and that this task be
delegated to the Departments to meet the regulations. This Committee could serve as a resource for departments.

d. COMMITTEE ALTERNATES
   i. It was agreed that Linda Wetsell, Larry Lee and Ken Hanna could serve as alternates on the Safety Committee should the need arise in order to reach a quorum.
   ii. Whoever is designated as an alternate on the Committee should be at the March training.
   iii. Also suggested that Christi Pendolino and Joe Hall could serve as alternates.
   iv. We will verify the make-up of alternates and make recommendations.
   v. Linda W. suggested that we review membership policy at February meeting to see how to address turnover and alternates.

III. STANDING BUSINESS - (Incidents, inspections, training, budget, subcommittee reports, etc.)
a. REQUIRED ANNUAL COMMITTEE TRAINING – plan on March 10-12. Lunch will be provided. Actual date TBA. March 3rd is also a possibility
b. NEXT MEETING: February 3, 2009