ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES

DATE: November 10, 2009
MEMBERS PRESENT: Tammy Garland, Jeff Groff, Joe Hall, Ken Kensill, Richard Sandieson
MEMBERS EXCUSED:
CONSULTANTS: Ken Hanna
GUESTS PRESENT: Sharon Russell (SISCO) – stopped in briefly w/ Pat Ferrey, then they both left
MEETING CAME TO ORDER: 10:05 am
MEETING ADJORNED: 11:00 am
SUBMITTED BY: Tammy Garland

I. OLD BUSINESS
   October Minutes – minutes were approved
   a. OSHA Programs – Sandy is working with ECSR on programs. He will be scheduling a training session with physical plant staff and modify the programs from these sessions, if needed
   b. First Aid Kits for Residence Life – 48 kits have been purchased and distributed
   c. Safety message and policy on bicycle riding on campus – Ken K has not received draft policy from Chris Lundberg yet
   d. AED unit for Pelletier Library – Ken K will order
   e. Request for an “Informer” unit in Vukovich theater area – Committee approved purchase, Ken K will order
   f. Testing and certification of biological safety cabinets – All cabinets were tested and certified by FILTEC. Richard S has this scheduled in work order system to schedule testing and certification with FILTEC each August

II. NEW BUSINESS: April 7, 2009 Meeting
   a. Request for information from UCIC – Committee reviewed the UCIC Board Action Items document from RCM&D SISCO. Input was given on scoring and Richard S will work with Pat Ferrey and Linda Wetsell to finish the scoring process

III. STANDING BUSINESS – (Incidents, inspections, training, budget, subcommittee reports, etc.)
   a. Inspections – Walk through Inspection by CHUBB Insurance: Wise Center, McKinley’s, Doane Hall of Art (ground floor ceramics and wood shop), Campus Center Boiler room – Jack Williams, CHUBB Insurance, did a walk through with Richard S and Ken Hanna. Richard S forwarded suggestions on to Don Shea and will follow up with Ken K. $4457 was spent as a result. Sandberg Fire Protection furnished labor, tools and material to remove ¾” sprinkler pipe and fittings on the 4th floor of Brooks Hall and Installed new 1” pipe an fittings and added a sprinkler head at top of stairwell. Invoice was dated 8/11/09
b. **Training** – EPA Seminar on new academic lab waste rules was attended by Richard S – Richard attended seminar at St. Francis University and will be opting into this academic program

c. **Key Policy Update** – Ken K reported that the office of Safety and Security does not have the man power to take this on and tie the key control system into the card access system at this time

d. **Incidents** – Allegheny Commons fire alarm system was questioned on meeting codes. The Meadville fire chief came. We will ensure there is a smoke detector in every bedroom, wire them together and install a pull station. Joe DiChristina will see that all cars will be removed from garages by the end of the week and will not return until compliance is met. Ken Hanna will notify fire department once cars are removed. We will be in compliance by August, 2010.