I. OLD BUSINESS
   a. APPROVAL OF AUGUST MINUTES – minutes were approved
   b. CONFINED SPACE PROGRAM
      i. Confined space program will be combined with the general audit. Sandy is making a list to identify and document training; Tim Hunter will be trained. List of spaces is documented in Physical Plant, and the reviewed list will be added as an appendix to the written program.
   c. CHEMICAL SAFETY EQUIPMENT for Wise Center pool chemical area.
      i. Update: Should be completed by mid September
   d. COMMUNICATION AND CERTIFICATION ITEMS
      i. Web posting of meeting schedule, agendas, and minutes - ongoing
      ii. Campus input – suggestions boxes - ongoing
      iii. Call boxes and security lighting continues
         1. Call boxes have been delivered; waiting for the posts to be delivered with installation to follow as soon as the posts are delivered.
         2. Fall protection for Tippie Center light replacement -- Update: Ken Hanna noted that this item has been completed
         3. Siren relay boxes have been installed. Ken Kensill reported that testing will begin September 24, 2008.
   e. SAFETY SHOWER DEFICIENCIES - Update: In progress
   f. UCIC –
      i. Steve Pakosh from UCIC recommended getting information from the Meadville Fire Chief.
      ii. Steve Pakosh, UCIC, visited campus on August 13th and gave feedback on several areas below
         1. Areas of Refuge: Update: Steve recommended that we get information from the Meadville Fire Chief.
         2. Ken Hanna and Steve did a walkthrough of Brooks. There were 5 concerns that Steve noted. All 5 have been completed.
         3. Hand Sanitizers: Update: Steve stated that they are not common in higher ed except for Athletic Centers. There are 3 or 4 hand sanitizers in the Wise Center. Based on Steve’s recommendation and that fact that water and soap is available in most areas on campus, the Committee will not support a campus-wide push to install hand sanitizers
   g. REAUTHORIZATION OF HIGHER EDUCATION ACT
      i. The Campus Safety Grant Opportunity was noted. Richard will work with the Development office (Ann) to see if the College is eligible for any funding.
ii. Richard will report back to the committee. Additionally, we are awaiting implementation (details, forms, etc.).

iii. Ken Kensill attended a seminar on the reporting requirements.

iv. Ongoing student involvement may be considered to be included in the College efforts.

II. NEW BUSINESS
   a. CROSS WALKS NORTH MAIN STREET –
      i. The cross walks on N. Main Street have been widened with enhanced lighting. The next step will include the installation of pedestrian refuge areas at Lord’s gate.
      ii. The City of Meadville has agreed to remove parking on N. Main Street to improve safety at the cross walks on a 90-day trial basis.
   b. EPA Audit Status - The College responded to the follow up questions from the EPA.
      i. The Notice of Determination (NOD) should be issued 6 months – 2 years from the final report date. Our report was submitted 6 months ago. The next step is to wait for the NOD.
      ii. Q5 Software from Turning Bird was received and this updated version of inspection software will be incorporated into the College’s ongoing efforts regarding EPA compliance.
   c. EPA CONTINUOUS COMPLIANCE –
      i. EPA compliance does not end with the submission of our report. It is an ongoing process to ensure the College continues to stay in compliance with the regulations.
      ii. This involves training, inspections, and staying current with EPA regulations.
      iii. Richard proposed presenting a training piece to educate areas on campus related to compliance issues (possible a slide show).
      iv. Richard will prepare his examples for training focusing on Physical Plant and Housekeeping areas to start with.
      v. Richard, Linda and Larry will have a planning meeting and report back to the committee on training and the role the committee will play (training, involvement in inspections, how to report, what feedback should come to the committee etc.)
   d. HAZARDOUS MATERIALS / ENVIRONMENTAL COMPLIANCE
      i. Oil pollution prevention: A replacement grease trap is being installed at Brooks Dining
      ii. Chemical Spill Prevention / Containment : A new double walled pool chemical tank is being installed at the Wise Center to house hydrochloric acid.

III. STANDING BUSINESS – (Incidents, inspections, training, budget, subcommittee reports, etc.)
   a. TRAINING
      i. UCIC and AICUP training sessions: Update: Richard Sandieson attended a session on environmental management software. Interest in Art safety training was expressed from the Art Department, but scheduling conflicts prevented attendance. Sandy is investigating a local session on the same topic.
      ii. Richard Sandieson reported that 3 training sessions were completed on lab safety for the Chemistry department on August 27, 2008. Training sessions for the department of Physics will be completed next.
      iii. Forklift & bobcat training – A forklift was purchased for the Vukovich Center. Richard Sandieson will coordinate forklift training for employees required to
have this training; most likely, Jim Sumerfield and Scott Choffel. Ken Hanna will coordinate training of the physical plant staff on the bobcat.

iv. Richard Sandieson noted that we need a written policy regarding who can use the forklift and bobcat; no students will be permitted to use these pieces of equipment. Sandy will follow through with Scott Choffel, Jim Sumerfield, and Physical Plant and will check into the cost of training and who will conduct the training.

b. INCIDENT REPORTS - Pat reviewed the 2007 and 2008 workers’ compensation claims. Several claims were related to slips and falls. Ken Hanna reported that throughout the summer, Physical Plant installed hand rails throughout the campus to improve safety with respect to slips and falls.

c. NEXT MEETING - October 7, 2008

i. Old business
   1. Call boxes and security lighting continues
   2. Siren relay box installation in Brooks Hall.
   3. Confined space program
   4. ADA areas of July

ii. Training – What training do we need (AICUP, on site)

iii. EPA Continuous Compliance

iv. Grant opportunity

v. Safety Committee participation in safety walkthroughs – Sandy will make a list of building and committee members will sign up

vi. Ken Kensill will bring a copy of Don Shea’s report for the Committee to review
   1. Respiratory Protection, Art Department – Sandy will confer with Buck Baldwin of ECS&R and make a recommendation on the use of respirators, draft a policy statement, and have Steve Pakosh from UCIC review it.