ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES

DATE: September 1, 2009
MEMBERS PRESENT: Tammy Garland, Richard Sandieson, Linda Wetsell, Jeff Groff, Ken Kensill, Pat Ferrey
MEMBERS EXCUSED: 
CONSULTANTS: Ken Hanna
MEETING CAME TO ORDER: 10:00 am
MEETING ADJORNED: 11:00 am
SUBMITTED BY: Pat Ferrey

I. OLD BUSINESS

a. Approval of August minutes – minutes were approved with the Committee approving minor changes to the minutes and inclusion of the quarterly Claim summary for the College’s property, general liability and auto claims.

Follow-up: Since there were four auto claims (3 physical damage, 1 liability) for a total of $9,233 and average cost of just over $3,000, Linda Wetsell suggested that we may want to review our auto policies to try to reduce this exposure (although this year reflects ½ the number of claims compared to the prior year and slightly below the 5-year dollar average).

b. Carry over from February 2009 meeting
   i. Swimming pool drains: when complete, it will be reported back to committee

c. Carry over from April 2009 Meeting
   i. Pollution Prevention Plans (SPCC for oil & PPC for chemicals)

   Update: Plans will be updated over the summer with the assistance of consultant and certified by a consulting engineer.

d. Carry over from May 2009 Meeting
   i. The Committee asked that policies and procedures regarding access to roof tops should be reviewed.

   Update: Ken Kensill will draft Standard Operating Procedures.

   ii. The Accident and Illness Prevention Plan (AIPP) will be reviewed by the committee throughout the year. The following areas will be the first focus:
       1. Respiratory protection
       2. Powered industrial trucks – Worker training completed.
       3. Hearing protection
       4. Plus the merging of the following plans:
          a. Substance abuse
          b. Availability of First Aid and CPR
          c. Confined Spaces
          d. Fire Prevention and Protection and Emergency Action Plan (Ken Kensill will take the lead)

   Update: Tim Hunter has been working on the remapping, and it is almost complete.

e. Carry over from June 2009 Meeting
   i. Lock Boxes (Building Key Safe for Emergency Responders access)

   Update: No update.

f. Carry over from July 2009 Meeting
   i. Confined Space Program
**Update:** Richard Sandieson still needs to incorporate suggestions from the June meeting and bring them to the October meeting

g. Carry over from August 2009 Meeting

II. NEW BUSINESS-
   a. Safety Committee Web site:
      Jodi Millin has been working on setting up Google Docs for Safety Committee access to minutes, policies, etc.
      **Follow-up:** Linda Wetsell will check with Jodi on the status.
   b. Policies to AEC for review and approval:
      The following items need to be ready for submission to AEC for approval by November 1, 2009:
      i. AIPP
      ii. Radiation & Safety Program (must be submitted to DEP Bureau of Radiation Protection by November 30, 2009)
      iii. Key Control Policy
      iv. Lock Boxes
      v. Confined Spaces

III. STANDING BUSINESS – (Incidents, inspections, training, budget, subcommittee reports, etc.)
   a. Inspections:
      i. Physical Plant under the direction of Cliff Willis will provide additional training to the Residence Life staff to include room review for updates, repairs and safety issues.
   b. Training
      i. **Update:** Richard Sandieson will conduct approximately 15 lab safety training sessions over the next week for Research Students and TA’s in Chemistry, Biology, and Physics.
   c. Subcommittees
      i. Key Policy (Ken Kensill)- meeting will be convened with Larry, Richard and Ken prior to the next meeting
      **Update:** Ken Hanna, Larry Lee, Cliff Willis, Ken Kensill, Kazi Joshua, Clarence Moyer, and Christi Pendolino will meet prior to the October Safety Committee Meeting to draft a key policy for review by the Committee.
      ii. ADA (Richard Sandieson) - a meeting will be convened to discuss phone access in areas of refuge.
      **No update**
   d. Incidents
      i. August 29, 2009, at approximately 6:30 a.m., there was a fire in a student’s dorm room in Schultz Hall. The student and her boyfriend noticed the fire and extinguished it as the fire alarm was sounding with a fire extinguisher. A desk light was next to a stack of paper, which may have caused the fire. The burnt paper was removed from the dorm prior to the Security Officer arriving, but there was a moderate amount of ashes in the middle of the floor.
      **Follow up:** The incident will need to be reported in the Cleary Report. Residence Life staff will follow-up and provide education to students and inspect desk lamps and light bulbs in dorm rooms.