DATE: April 12, 2010

MEMBERS PRESENT: Pat Ferrey, Jeff Groff, Tammy Garland, Richard Sandieson, Joe Hall

ALTERNATES PRESENT: Brad Gowetski

CONSULTANTS PRESENT: Ken Hanna, Linda Wetsell, Cliff Willis

MEMBERS EXCUSED: Ken Kensill

Meeting Came To Order: 11:30pm
MEETING ADJORNED: 1:30pm

SUBMITTED BY: Joe Hall

Reading of minutes: Motion to approve by Pat Ferrey, seconded by group

I. OLD BUSINESS
   a. Safety message and policy on bicycle riding on campus:
      Update: Ken was not present to provide further updates. It was decided that Ken
      Kensill will post a message to Inside News monthly. We are also working on a
      Pedestrian Safety Flyer, which had been requested by the City of Meadville.
   b. Safety Committee webpage: Linda reported that they are looking at the safety
      page, which would provide updates on bicycle safety, escorts, etc. Discussed
      providing this information to Orientation or in the Campus Center. In the process
      of checking how effective the webpage is by looking at visitor frequency.
   c. Allegheny Commons Fire Alarm Upgrade:
      Update: To be completed this summer.
   d. EPA new Lead Renovation, Repair and Painting Program:
      Update: Everything is on schedule. Completed training with 5 Physical Plant
      employees and will be ready to go by April 22nd.
   e. Wellness Benefits Fair on April 28, 2010: Tammy offered to take the lead and
      coordinate different shifts. Committee will distribute brochures and other small
      gift items.
   f. Prescription Safety Glasses Program: The committee has arranged with Dr.
      Adsit’s office to have the college billed for authorized purchases.
II. NEW BUSINESS

a. Committee goals, vision, and areas of importance –
   The committee continued to discuss its role in maintaining and improving safety with the discussion centered on the role of the committee and ways that the committee might improve safety education and communication. The committee came up with several ways to communicate; more specifically, Inside News/My Allegheny page, Email, Compass, Safety Web site, campus newspaper, bulletin boards, handouts, Training (face to face, freshmen orientation, department meetings), and the Wellness Benefits Fair). Committee members also gave ideas on topics to communicate on a monthly basis. Attached is a calendar developed by Jodi Millin outlining topics to be communicated each month. It was decided that the Committee will review each month prior to the event to oversee and direct the communications of each event.

b. Safety Training: Committee members participated in our annual certified safety committee training. Training was provided by Clint Wevodau, a state certified trainer. Training was a success!

c. RCM&D Training Webinar Schedule: Discussed keeping track of chemicals or creating an official chemical list. Asked to continue discussion during the May meeting. OSHA has a chemical information list form. Committee decided to look into making the form a requirement. Who needs to have this information? Where should the information be located?

III. STANDING BUSINESS

a. Workers Comp Reports
   i. Pat distributed a summary of worker injuries for 2009 for the committee to review. Pat will provide a summary of the first quarter report in the May meeting.

b. Training: Remaining topics from April training will be followed up on during the May meeting.