ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES

DATE: March 2, 2010
MEMBERS PRESENT: Pat Ferrey, Jeff Groff, Ken Kensill, Tammy Garland, Richard Sandieson

MEMBERS EXCUSED: Joe Hall
CONSULTANTS: Ken Hanna, Linda Wetsell, Cliff Willis, Larry Lee

MEETING CAME TO ORDER: 10:00 AM
MEETING ADJORNED: 11:00 AM
SUBMITTED BY: Pat Ferrey

Reading of minutes: Motion to approve by Ken Kensill. Second by Jeff Groff.

I. OLD BUSINESS

   a. Safety message and policy on bicycle riding on campus:
      Update: It was decided that Ken Kensill will post to 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. Emergency message annunciator for Vukovich theater area:
      Update: Installation is taking place on March 2, 2010.
   c. Allegheny Commons Fire Alarm Upgrade:
      Update: To be completed this summer.
   d. EPA new Lead Renovation, Repair and Painting Program:
      Update: Scheduled to become effective April 22nd. Training for Physical Plant is scheduled for March 17th, which will be a joint training program with Gannon University.
   e. Risk, Benchmark & Goals:
      Update: The questionnaire that the committee completed will be further developed by RCM&D.
   f. The EPA’s new Lead Renovation, Repair, and Painting Program
      Update: The program is scheduled to become effective April 22nd. There will be training for Physical Plant on March 17th along with Gannon University.

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:**
   Our annual safety training has been scheduled for April 12\textsuperscript{th} at 11:30 a.m. Clint Wevodau from RCM&D will provide the training.

c. **Emergency Test**
   The campus will conduct its test of the emergency system for the state of Pennsylvania on March 16\textsuperscript{th} at 9 a.m.

d. **RCM&D Training Webinar Schedule:**
   Pat distributed a list of seminars offered by RCM&D; employees interested in the webinars may register individually.

e. **Prescription Safety Glasses Program:**
   Philadelphia Optical has gone out of business. Sandy is checking into other options where Allegheny can purchase prescription safety glasses for employees.

f. **Wellness Benefits Fair:**
   Pat announced that there will be a Wellness Benefits Fair near the end of April and would like for the Safety Committee to be represented with a table similar to what was done at the last fair. Details will need to be worked out, and the date is tentatively scheduled for April 28\textsuperscript{th}.

### III. STANDING BUSINESS

a. **Inspections:**
   i. Emergency eye-wash and fume hood inspections – several problems were identified and have been corrected.

b. **Workers Comp Reports**
   i. Pat distributed a summary of worker injuries for 2009 for the committee to review. Claims for 2009 were near $10,000; the majority of injuries was minor and did not require extensive medical treatment or time away from work.

c. **Training:**
   i. Lab Hazard Awareness & Emergency Response training to be scheduled for Physical Plant employees.
   ii. Lab safety training will be incorporated into the physics department’s junior seminar. Training will be provided on April 7\textsuperscript{th}.
   iii. Electrical Safety: Electricians viewed a webinar on changes to OSHA and NFPA 70E standard.

d. **Subcommittee Reports:**