ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES

DATE: June 01, 2010
MEMBERS PRESENT: Pat Ferrey, Tammy Garland, Jeff Groff, Sandy Sandieson, Linda Wetsell

MEMBERS EXCUSED: Joe Hall, Ken Kensill

CONSULTANTS: Ken Hanna

MEETING CAME TO ORDER: 10:00 AM
MEETING ADJORNED: 11:15 AM
SUBMITTED BY: Tammy Garland

Reading of May 04, 2010 minutes were approved.

I. OLD BUSINESS
   a. Safety message and policy on bicycle riding on campus:
      Update: Tabled by Joe DiChristina until the new Director of Safety and Security is in place.
   b. Allegheny Commons Fire Alarm Upgrade:
      Update: On schedule, to be completed this summer.
   c. Committee goals, vision, and areas of importance:
      Update: Sandy distributed the handout “Instructions for Completing Form LIBC-221E, Self-Insured Employer’s Initial Report of Accident & Illness Prevention Program”. The committee will prepare a master checklist of items to be inspected in building safety checks in addition to what the Meadville Fire Department checks annually. Determination will be made as to where responsibilities lie, to avoid duplication of tasks. Sandy also shared a document that can be used as a template for Committee Bylaws. He & Linda Wetsell will work with Clint to get more information on criteria requirements for a Certified Safety Committee.

II. NEW BUSINESS
   a. OSHA Hazard Communications –
      MSDS have been reviewed and updated in Physical Plant, Art and Printing Services. Sandy will review Robertson Field.
   b. Art Darkroom Ventilation:
      Ken Hanna reported this is being worked on. Scobell is submitting new price this week for work to be completed this summer.
   c. FEMA-National Incident Management System
      We will not have a FEMA certified representative on campus after Ken Kensill leaves June 30. Sandy will email Joe DiChristina to see if the new Director is certified.
d. **Severe Weather/Local Emergency Warnings on web (MyAllegheny):**
City representatives will be invited to meet with the Office of Safety & Security and the Safety Committee. County Control currently sends an email warning to Sandy, he will arrange to have it sent to Public Affairs as well.

---

**III. STANDING BUSINESS**

a. Inspections:
   i. Chubb Insurance – Science complex and Carr, Friday May 7 w/ Jack Williams of Chubb – Have not received follow-up questions back from Jack. No major issues were identified.
   ii. Art Darkrooms, Ken and Sandy
   iii. Montgomery – Inspection complete. Work order submitted for minor items found
   iv. South Highland Hall – Inspection of boiler room, kitchen, janitors closets, and public areas – lamps were the only violation and have been taken care of

b. Workers Comp Reports
   i. Follow up on reports should lie with Sandy and Physical Plant. No formal incident report is turned in for follow-up. Pat will forward the form "Injury – Incident Investigation Report" by RCM&D

c. Training:
   i. Summer Workers
   ii. Painters – hazard communication, ladders, accident reporting, emergency procedures – May 10
   iii. Summer Grounds Crew – mowers, Hazcom, PPE – May 11
   iv. Chemistry Research Groups (Serra’s and Deckert’s) – May 10
   v. Lab techs, Physical Plant receiving, Pool treatment operators – RCRA, DOT, HAZWOPPER – May 28
   vi. Emergency Egress and Fire Prevention (Webinar from RCM&D) – Sandy & Don Shea

d. Subcommittee Reports: