ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES

DATE: January 5, 2011

MEMBERS PRESENT: Brad Gowetski, Jeff Groff, Joe Hall, Richard Sandieson, Linda Wetsell
MEMBERS EXCUSED: Pat Ferrey
CONSULTANTS: Larry Lee, Jeff Schneider, Cliff Willis, Linda Litzinger
GUESTS:

MEETING CAME TO ORDER: 11:52 a.m.
MEETING ADJORNED: 12:57 pm
SUBMITTED BY: Linda Wetsell

Motion to approve November and December minutes by Jeff S., second by Richard, motion carried.

I. OLD BUSINESS
   a. Pedestrian and bicycle safety:
      Update:
      i. The flyer has been completed and will be available for use. (like at the next Resident Life training session on January 16th and at Spring Orientation)
      ii. The Committee discussed adding a safety session at orientation and to incorporate something with in dorm session and RA trainings. Joe and Jeff S. will work on this.
      iii. Jeff S. will work with the City regarding a traffic study at the corners of Limber, Main, and Allegheny. Linda motioned that the $750 needed for the study come from the safety budget, Jeff G. second, motion carried.

   b. Accessibility:
      Update:
      i. Alden Accessibility Ramp: The ramp has been constructed. Awaiting installation of railings.
      ii. Campus Accessibility Map: New aerial photos have been provided to the landscape architect for additions and corrections to existing map.
      iii. Facilities Review: Cliff Willis, John Mangine, and Sandy Sandieson have toured campus walkways, buildings, and residence halls. Information gathered will be used to update the campus accessibility map, assist departments in providing services, and planning.
      iv. A list of Accessible dorm room has been compiled

   c. Key Policy:
      Update: An updated copy of the policy was provided to the members. The Committee provided feedback in the following areas that Jeff will incorporate into the next draft of the policy.
      i. Other areas that manage keys (Res. Life, Conference and Events, Housekeeping, Physical Plant)
      ii. Lost keys and penalty section
      iii. Management of the core or master keys
d. **Safety Equipment:**
   Update: New emergency eyewashes installed in the Vukovich Scene and Costume shops have been tested. These have been added to the safety testing schedule.

e. **Risk Assessment:** A Campus risk assessment was performed by representatives of Oswald Insurance.
   Update: Recommendations have been received and are being reviewed by Cliff, Richard and Brian Gillette. Findings will be reported to the committee.

f. **II. NEW BUSINESS**

   a. **Fire and Smoke Doors:**
      Update: It was noted during inspections that some buildings had fire doors propped open. The immediate action was to remove the props, and communicate the findings. Jeff S. and Joe will work on incorporating this situation into the student training sessions

   b. **Electrical and Ark Flash Safety:**
      Update: Following an employee training seminar, it has been discussed that others on campus could benefit from training on this topic. Richard, Brad, and Cliff will work on coordinating a training cooperative with other local schools and contractors to provide the training and defray some of the cost.

   c. **III. STANDING BUSINESS**
      a. **Reported Safety Issues:**
         i. A report concerning overhanging snow and icicles at Cochran was filed from the committee website. Update: Physical Plant was notified and the icicles were removed

   b. **Inspections:**
      i. **Fire Safety Inspections:** Meadville Fire Department and Allegheny Security, East Side of Campus and College Houses. Update: minor deficiencies were noted and work orders were competed to address them. A final report will be shared with Resident Life.

      ii. **Radiation Safety Program Inspection:** On December 16 three inspectors from PADEP Bureau of Radiation Protection reviewed our program and facilities. We were found to be in compliance.

   c. **Training**
      i. **Completed:**
         1. **Lab and Radiation Safety** Dec. 3, One hour hazard awareness and emergency response training for housekeeping.
            Provider: R. Sandieson
            Attendees: Housekeeping staff from Science Complex, Carr, and alternates

      ii. **Upcoming:**
         1. The following sessions were scheduled for December but deferred due to snow removal, Rescheduled for January:
            a. **Welding Safety Training**
b. Cylinder Gas Safety Training  
c. Radiation Safety for Faculty Authorized User  
d. Lab and radiation safety

d. Subcommittee Reports:  
i. Communication Subcommittee Meeting Report:  
   Update: A recap of the subcommittee meeting was provided. A target date of April 1st was established. There are three components of the plan, marketing, education and maps. The subcommittee will work through the details at their next meeting and bring an update to the next meeting.

e. Other:  
i. RCM&D SISCO 2011 Risk Control Training Calendar:  
   Update: The calendar will be emailed to members. Members should respond to RCM&D regarding any session they are interested in. If multiple members or others on campus are interested, we can coordinate a central area for the session.

ii. Presentation materials from a previous training session regarding vans, will be emailed to members.

The next meeting is scheduled for February 2, 2011.