DATE: July 6, 2011

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

MEETING CAME TO ORDER: 11:55 a.m.
MEETING ADJORNED: 12:57 pm
SUBMITTED BY: Linda Wetsell

Motion to approve June minutes noting the two minute changes: motion carried.

I. OLD BUSINESS

a. Pedestrian safety
   Update: The goal continues to be consideration for signage (radar type) to help focus drivers on the speed limit entering campus. A meeting with PENNdot has occurred. Meeting with the City Manager is forthcoming. The committee was reminded of the cost of a speed limit sign/radar, $2500. (J. Schneider)

b. Accessibility:
   Update:
   i. Accessibility assessment site visit
      Update: We are awaiting the report from the consultant. Cliff will follow up with Lawrence Potter
   ii. Summer Projects
      Update: Four summer projects were highlighted related to accessibility; 1. North Village Building B sidewalks near handicap parking spot. 2. Installation of accessible restroom at the Health Center. 3. Steps south of Hulling from Park Avenue are being replaced with a ramp. 4. The sidewalk by the Phi Psi house. (C. Willis )

c. Course offerings:
   i. Critical Incident Management for Higher Education. This is a FEMA certified course and will be offered at Mellon Institute on August 16-18th.
      Update: Jeff Schneider is planning to attend.
   ii. RCMD Emergency Planning Webinar. Scheduled for Wednesday, July 13 at 1:00 – 2:00 pm EST. Webinar information and handouts were sent to Joe H. Jeff S. Larry and Richard

d. Signage for Pool Chemicals Area
   Update: Signage for goggles, direction to shower/eyewash, shower/eyewash labeling, and pipe markings for acid and chlorine solution has been installed. Floor marking have been painted to mark a clear path to emergency equipment.
e. Driving Program
   Update: During the insurance renewal process, the College received some suggestions related to the driving program. The committee noted the following issues that will be discussed in a subcommittee organized by Jeff S. and Linda: Driver ID, Age of drivers (25), 15 passenger van usage, driver trainer(s), general rule for driving on college business, student use (like clubs). Representatives from various areas on campus will be asked to attend. Oswald, the College’s insurance broker has offered to assist in these efforts. A fall completion date was discussed (J. Schneider/L. Wetsell)

f. United Educators - Web Access to Safety information
   Update: Staff and faculty at member institutions can access the online courses and resources offered by United Educators (College’s insurance provider). Handouts and an summary of current courses and round tables were discussed. The committee agreed that each member would be provided with access. Linda will provide access instructions for members as well as general access that could be available to others. (L. Wetsell)

g. Budget Close-Out: Shelving for folding chairs was purchased in June. This shelving was installed at Robertson and is meant to improve the safety of the chairs stored in that area. (R. Sandieson)

II. NEW BUSINESS
a. Ergonomic training Update: Linda and James Fadden recommended providing ergonomic links on the Safety Web site along with a mechanism for employees to request specific review in their area and/or note their interest in a training session. (L. Wetsell)

b. Hearing Protection Update: Richard discussed Hearing protection highlights that were presented at the UCIC Safety Leadership OSHA training session. Areas on campus that may have a need for hearing protection include Physical Plant, Theater, Music and Art. The committee agreed that this is a topic that needs more review. Richard, Cliff and Larry will bring a policy and recommendations back to the committee for review. (R. Sandieson)

c. Utility Vehicles Update: Richard provided members with a link to the utility vehicle training slide show that is used in the Physical Plant area. The committee was asked to consider using this to train others on campus that use utility vehicles (ex. Development events, orientation). The committee recommended that the link be added to the website and to consider if we want offer and capture access and training via this presentation in a more formal manner. (R. Sandieson)

d. Workers Compensation Quarterly Incident Review Update: The quarterly claim were reviewed by incident type, department, accident types and high dollar. The committee wanted additional information about a fall reported outside Baldwin and Reis – are there any modification to that area to reduce the risk of falls. (P. Ferrey)

e. Sidewalk repairs Update: The sidewalk on the southern side of Bentley will be repaired this summer to lessen the uneven stones. (C. Willis)
III. STANDING BUSINESS

a. Subcommittee Reports:

b. Inspections:
   i. North Village I - A, B, C Mechanical Areas
   ii. Schultz Boiler Room

c. Training

   i. Completed:
   1. Safety for Summer Employees
      a. Paint Crew: Training was provided on ladders, scaffolds, personal protective equipment and hazardous materials.
      b. Grounds Crew: Training was provided on mowers, heat stress, personal protective equipment, and hazardous materials.

   2. UCIC Safety Leadership OSHA Training
      3 Day Boot Camp - Tuesday 6/28/11 to Thursday 6/30/11
      Attendees: Richard Sandieson, Brian Gillette
      Topics Covered:
      a. Indoor Environmental Quality
      b. Respiratory Protection
      c. Hearing Protection
      d. Small Utility Vehicles
      e. Confined Space Entry
      f. Excavation/Trenching
      g. Fall Protection
      h. Electrical Safety/Arc Flash Protection
      i. Fire Prevention/Flammable-Combustible Liquids
      j. Tree Care Safety

      Hearing protection and small utility vehicle topics were discussed at this meeting and it was suggested that other topics be included on future agendas (R. Sandieson)

Due to a conflict with the meeting room during the academic year, the committee discussed meeting on Tuesday or Wednesday. The next meeting is scheduled for Tuesday August 2, 2011 OR was it Wednesday August 3, 2011 (SANDY, HELP ME OUT HERE, MY NOTE GOT VAGUE!!!).