Allegheny College Safety Committee Minutes

Date: December 7, 2011

Members present: P. Ferrey, B. Gowetski, J. Groff, J. Hall, R. Sandieson, and J. Schneider

Consultants present: L. Lee, L. Wetsell, C. Willis, and K. Haddix

Meeting came to order: 11:47am

Meeting adjourned: 12:40pm

Submitted by: Joe Hall-December

Reading of minutes: Approved minutes of November 1, 2011. Quorum present.

1. Old Business
   a. CCTV cameras: On, December 6, 2011, J. Schneider presented to faculty council. They are still waiting for results from the student survey. More information and next steps should be decided soon.

   b. Bylaws: We discussed the size of committee and how we represent the campus. Discussion on bylaws postponed to a later date. R. Sandieson shared a handout with possible committee sizes and an explanation for committee alternates.

   c. Near Miss Accidents: We decided to add a message to My Allegheny. We would like to promote reporting of near miss accidents across campus. L. Wetsell suggested we expand the form, so there is the availability to report hazards and near misses.

      -physical plant completed training successfully.

2. New Business

   a. Machine guarding: new blades were ordered. It was proposed to order saw stops for the Art department. We will get prices and decide possible funding support. More updates to come.

   b. Signage: no signs needed. Our recommendation was to increase communication between Science department and students.

   c. HOP-ADA Inspections: City required changes to new ramps on campus. The adjustments have been made by Physical Plant. Reported by Cliff Willis.

   d. Signage for Steffee: the work has been completed.
e. Trash can fire: Looking into possible prevention measures. Investigation showed that the fire may have been started from a cigarette butt.

f. Semester break safety considerations: Joe Hall reported that there is a checklist Residence Life is using. This list is placed on students doors and the students sign off before departing for winter break. Houses are reminded to turn heat down to 55 degrees. Joe Hall also reported that Health & Safety inspections have been completed by Residence Life for the fall semester. Another inspection will follow during the spring.

- Cliff has student worker to check heat levels in buildings over break.

- J. Schneider will be working with staff/others on residence hall fire & safety inspections.

- Snow removal: Physical Plant will provide shovels, but will not dig students out. Will provide support if students/faculty/staff are stuck in snow and assistance is needed.

3. Standing Business

   a. Subcommittee Reports:

   Travel/Drivers Subcommittee- one group will focus on policy and the other on training. They are working on establishing a policy that will look at eligibility, how to acquire a vehicle, restrictions, and how to return the vehicle.

   b. Meadville fire department will inspect all buildings west of Main during December.

NEXT MEETING TBA.