DATE: September 6, 2011

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

MEETING CAME TO ORDER: 11:45 a.m.
MEETING ADJORNED: 12:25 pm
SUBMITTED BY: Pat Ferrey

Motion to approve August minutes: motion carried.

I. OLD BUSINESS
   a. Accessibility:
      Update:
      i. Accessibility assessment site visit
      Update: The consultant reviewed our accessibility plan and liked it. The only
      recommendation was to include more resting places on campus, i.e. benches. It is
      not a mandate but a strong recommendation.
      ii. Summer Accessibility Projects
      Update: Cliff Willis reported that all projects are going well and completed.
      Bentley aesthetically looks better.
   b. United Educators:
      Update: Linda Wetsell sent two links to all members of the Safety Committee; one to
      United Educators’ Web site and one to Traveler’s Web site. Both of these sites will
      provide access to safety information.
   c. Utility Vehicles:
      Update: At the August meeting, 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 who 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. Pole Camera:
      Update: Bill Ross from Athletics sent a “thank you” to the Safety Committee for picking
      up half the cost of the pole camera. Athletics was very appreciative and feels that this
      will ensure the safety of those students/employees filming at athletic events. (Linda W.)
   e. Training:
      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 attended the course. Jeff reported that it provided useful
      information for emergency operations. Jeff, Cliff, Larry, Joe D. and Kazi plan to
      meet in the near future to review Allegheny’s emergency plan. (Jeff Schneider)
f. Sidewalk repairs  
Update: The sidewalk on the southern side of Bentley will be repaired to lessen the uneven stones. (Cliff Willis)

g. Driving Program: 
Update: The sub-committee met and is in the process of reviewing the driving program. Some of the issues that will be discussed will include: 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 for input. Oswald, the College’s insurance broker has also offered to assist in these efforts. A fall completion date is tentatively planned. (J. Schneider/L. Wetsell)

II. NEW BUSINESS 

a. Ergonomic Requests: 
James Fadden from Computing attended the meeting. Pat Ferrey recommended a sub-committee to review ergonomic requests. The sub-committee will include Linda Wetsell, Jeff Schneider, and Pat Ferrey. The Safety Committee members approved the sub-committee to approve requests up to $500 for documented medical reasons. Linda and James Fadden also 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. Requests for chairs will be directed to Physical Plant. Cliff Willis noted that all chairs purchased are ergonomic chairs. There will be no campus-wide announcement since employees typically would direct these requests to HR or Computing. If either department gets a request, it will be referred to the sub-committee for review. (Pat Ferrey)

b. Desktop Alert System: 
Jeff Schneider reported that there is a desktop alert system that IT helped put together. There will need to be a policy on who will have access. Jeff S. and Joe D. currently have access and want to limit who will have access. Possibly, Kathy Roos will also have access. With the E2 Campus and Desktop Alert System, Jeff feels that the College has adequate coverage to alert the campus of emergencies. Events will not be posted to these systems. Currently, the system cannot be accessed from home. However, Jeff can call the office from home to activate the system if necessary. (Jeff Schneider)

c. Safety Committee Web Site: 
Linda Wetsell asked for suggestions for the web site. The Committee proposed “Pedestrian Safety” for September and “Slips & Falls” for October. Linda will have Jodi post these to Inside News with a link to the Safety Committee Web site. It was also suggested to post it to the “Cantina” box with a link to the Safety Web site. (Linda W.)

d. Roof Access: 
Butch is working to restrict access to the roof tops of campus buildings. The only employees who can gain access will be from Security and Physical Plant. (Cliff Willis)

e. Wise Center Weight Machines: 
Update: Linda Wetsell asked Jeff Groff to talk to Bill Ross about the mats in the weight room. When the humidity is high, the mats become very slippery and create a potential safety hazard for students/employees lifting weights. (Jeff Groff)
f. CCTV Cameras:
   Update: Jeff Schneider has two quotes on CCTV cameras in the campus center. The proposals will be reviewed with AEC, and Tim Hunter is also reviewing the proposals. (Jeff Schneider)

g. 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. (Richard S.)

III. STANDING BUSINESS

a. Subcommittee Reports:
   i. Driving Program:
      Update: The subcommittee met and is planning a 2nd meeting. (Linda Wetsell)

b. Inspections:
   i. Update: Bio-Safety Cabinets in Biology were inspected and certified on August 3 by a certified serviced technician.
   ii. Update: Richard Sandieson and two safety professionals from Oswald Insurance Brokers inspected the following dorms on August 17th: Ravine, Edwards, NVI, NVII, and Allegheny Hall. Minor issues were discovered (damaged door closers, etc.). Work orders have been issued.

c. Training
   i. Completed:
      1. Lab Safety for Chemistry Research and Teaching Assistants:
         Update: 32 chemistry students attended the lab safety training on 8/31 and 9/1.

The next meeting is scheduled for Tuesday, October 4, 2011, in McKinley’s Dining Room.