DATE: February 7, 2012

Attendance

<table>
<thead>
<tr>
<th>Members</th>
<th>Alternates / Consultants</th>
<th>Guests</th>
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<tbody>
<tr>
<td>Pat Ferrey</td>
<td>x</td>
<td>Larry Lee</td>
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<tr>
<td>Brad Gowetski</td>
<td>□</td>
<td>Linda Litzinger</td>
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<tr>
<td>Jeff Groff</td>
<td>x</td>
<td>Linda Wetsell</td>
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<tr>
<td>Joe Hall</td>
<td>x</td>
<td>Cliff Willis</td>
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<tr>
<td>Richard Sandieson</td>
<td>x</td>
<td>Ken Haddix</td>
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<td>Jeff Schneider</td>
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MEETING CAME TO ORDER: 11:45 am
MEETING ADJORNED: 12:45 pm
SUBMITTED BY: Pat Ferrey

Approval of Minutes:

I. OLD BUSINESS

a. Bylaws
   Update: Changes suggested by the committee to R. Sandieson. Sandy will edit the Bylaws and redistribute to the committee for review.

b. Machine Guarding
   Update: Safety table saws (Saw Stop) – Update on departmental interest. The Art Department is concerned with physical arrangement. Jim Sumerfield is looking at reconfiguring and redesigning the space and may replace one in the Art Studio (R. Sandieson)

c. Trash Can Fire in Vukovich loading dock
   Update: R. Sandieson met with Scott Choffel and Jim Sumerfield. No smoking signs and an outside fire extinguisher will be installed when they arrive. They are also in the process of selecting an appropriate storage cage for oxygen cylinder storage.

d. RCM&D training webinar schedule for 2012
   Update: R. Sandieson asked members to review the schedule of upcoming webinars so that he can reserve a meeting room for presentations having sufficient interest. The next webinar is Confined Spaces Regulatory Issues to be presented February 16, 2012 11 am – 12 pm. Sandy will sign up. If anyone is interested in attending, let Sandy know. Linda Wetsell will also put the training sessions on the safety committee web site.

e. Employee Wellness Fair
   Update: The Employee Wellness Fair is scheduled for Wednesday, April 4. Linda Wetsell, Jeff Schneider and Pat Ferrey will meet to discuss further the safety committee’s participation at
the Wellness Fair and possible giveaways. Pat will check further with the Committee to get feedback on topics for the Safety Committee at the Wellness Fair. Preliminarily, we discussed a demonstration on the defibrillators and fire extinguisher training.

f. AED inspections and maintenance
Update: Jeff Schneider gave an update. There are 11 or 12 defibrillators on campus. All were inspected and working. New batteries were installed and pads replaced. The company who inspected the AED’s will send a notice to Jeff every month giving a reminder of what to do to ensure all AED’s are operational.

g. Key Policy Update
Update: Jeff Schneider handed out the key policy and requested committee members to review the policy and send changes to Jeff who will then finalize the policy. Once the policy is finalized, Larry Lee will take the policy to AEC for review and approval.

II. NEW BUSINESS

a. Personal Protective Equipment (PPE) Purchasing Program
   i. Richard Sandieson handed out a Summary Report for 2011, which included costs by department, types and calendar year.

b. New RCM&D safety resources website.
   i. Richard Sandieson reported that the RCM&D web site provides valuable materials in editable format. There are templates, policies/procedures, accident investigation, etc. Linda Wetsell will follow-up with RCM&D to get information on how the rest of the committee can access the Web site.

c. National Incident Management System
   i. Edinboro University is hosting regional training on the national emergency response system on March 13-15. J. Schneider went in August, and R. Sandieson plans to go in March.

d. Electron Microscope
   i. The new equipment has been installed, registered with the PA Bureau of Radiation Protection, and the required safety inspection have been performed and documented.

e. Workers Comp Report
   i. Pat Ferrey passed out a summary of Workers’ Comp claims for 2011 and 2010. The number of claims were about the same; however, the costs doubled in 2011 as compared to 2010 primarily due to a claim on lost time due to a fall.
III. STANDING BUSINESS

a. Accident, Near Miss, and Hazard Reports
   i. Hazard Reports: The following reports had been received related to falls or icy conditions on campus. Physical Plant has been trying a new system this year. It is a learning curve using the new system. They are reviewing issues as they come up and making changes or adapting as needed. The goal is to have the same level of service as in the past but with a better way of doing it.
      1. Jan 12: Near Miss Report- Fall due and report of Icy conditions at Wise Center
      2. Jan 16: Hazard report – Icy conditions at Oddfellows (Website submission)
      3. Jan 16: Hazard report – Icy conditions at Reis
      4. Jan 16: Hazard report – fall in icy parking lot across from Brooks

b. Subcommittee Reports:

c. Inspections:
   i. Security and the Meadville Fire Department inspected all buildings west of Main during December and January. The final inspection was on January 13, and he just received the written report. Most recommendations concerned the use of extension cords and exit light bulbs replacement. Work orders have been issued to correct the problems.

d. Training
   i. Radiation Safety Awareness Training was provided to Housekeeping staff on January 11
   ii. Campus Fire Safety, Security, & Risk Management Conference and Expo, (9th Annual), Columbus, Ohio - March 5 & 6, 2012
   iii. UCIC Summer training conference.
      R. Sandieson is planning to attend the UCIC Safety Leadership Committee training scheduled for June 25-28 at Bryn Mawr College.