MEETING CAME TO ORDER: 11:45
MEETING ADJORNED: 12:30
SUBMITTED BY: R. Sandieson

Approval of Minutes: December minutes approved as written

I. OLD BUSINESS

a. Bylaws
   Update: (R. Sandieson)
   An updated draft document was distributed to the committee for review and comment prior to the February meeting.

b. Near Miss Accidents
   Safety Website Updates Linda. Wetsell reported that forms for reporting near-miss accidents have been added to the Safety Committee’s website.

c. Machine Guarding
   i. Saw stops and guards
      1. New guards have been installed on the table saw in maintenance.
      2. R. Sandieson will access interest in cost-sharing purchases of safety saws.

d. Trash Can Fire in Vukovich loading dock
   Update: No smoking signs, an outside fire extinguisher, and an appropriate oxygen storage cage will be purchased for the area. This incident is being reviewed further.

II. NEW BUSINESS

a. Meeting times for spring semester will continue on the first Tuesday of each month at 11:45 except for the June meeting that will be held on Wednesday June 6 from 11:00 – 12:00.
b. RCM&D training presentations for 2012
   The schedule of webinars provided by RCM&D was distributed.

c. Employee Wellness Fair
   Possible themes for a committee display were discussed. Demonstration and literature on AED’s was suggested (RS).

d. AED inspections and maintenance
   Security has checked batteries and supplies on all devices. Jeff Schneider was unable to attend and he will report further at the February meeting.

e. First Aid Kit maintenance
   R. Sandieson will contact the service that currently stocks maintenance department first aid supplies. He will report back to the committee on feasibility and costs.

f. UCIC Summer training conference.
   The UCIC Safety Leadership Committee training scheduled for June 25-28 at Bryn Mawr College. R. Sandieson is planning to attend.

III. STANDING BUSINESS
a. Subcommittee Reports:
   i. Communication: Linda Wetsell reported on updates to the committee’s website.

b. Inspections:
   i. Security and the Meadville Fire Department will continue inspections of buildings west of Main during January.
   ii. The annual inspection logs for inspection of hazardous and universal waste central areas were reviewed by the committee.

c. Training
   i. RCM&D 2012 Webinar Schedule
   ii. Campus Fire Safety, Security, & Risk Management Conference and Expo, (9th Annual), Columbus, Ohio - March 5 & 6, 2012
   iii. Lab Safety for Research and Teaching Assistants
       January training to be scheduled by departments