DATE: 3/6/2012

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>☒</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>☒</td>
<td>Linda Wetsell ☒</td>
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<tr>
<td>Joe Hall</td>
<td>☐</td>
<td>Cliff Willis ☒</td>
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<tr>
<td>Richard Sandieson</td>
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<td>Ken Haddix ☐</td>
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<tr>
<td>Jeff Schneider</td>
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MEETING CAME TO ORDER: 11:35 am
MEETING ADJORNED: 12:30 pm
SUBMITTED BY: Linda Wetsell

Approval of Minutes: The minutes from February 7, 2012 were approved with minor updates to meeting times

I. OLD BUSINESS

a. Bylaws
   Update: Richard incorporated changes suggested by the committee into the current draft of the bylaws that was circulated today. The committee was asked to provide any final feedback prior to the next meeting when we will vote to accept the bylaws (R. Sandieson)

b. Machine Guarding
   i. Safety table saws (Saw Stop)
      Update: On hold while art woodshop shop is being reconfigured (R. Sandieson)

c. Trash Can Fire in Vukovich loading dock
   Update: The outside fire extinguisher has been installed. No smoking signs to be posted. The issue of back up oxygen cylinders and the corresponding storage units is being revisited so see if they are necessary.

d. RCM&D training webinar schedule for 2012
   The committee has reviewed the schedule and will contact UCIC for any session of interest. If there is a group from the College that would like to participate in a webinar, Richard has offered to book a room if notified.

e. Employee Wellness Fair
   The Wellness Fair will be April 4, 2012 on the third floor of the Campus Center (Rooms 301, 302, and balcony area). Committee members will be asked to sign up for times to man the Safety Table between 11:00 am and 1:30 pm. Jeff S. will contact the AED Service Providers to invite them to provide informational sessions during that time. Cliff and Jeff S. have volunteered to come up with “give away” items. Along with the AED demo, other ideas include an ergonomic station for training, access to website, reminder about new cell phone/texting changes and driver quizzes. Linda will talk with the College’s insurance broker tomorrow for
g. **Key Policy Update** - Jeff has incorporated feedback from across campus and will distribute the final draft of the Key Policy to the Committee. Larry and Linda will present the policy to Dave McInally (Exec. VP, Finance) as the next step. (J. Schneider)

h. **Safety resources websites (RCM&D and United Educators).**
   i. **RCM&D Site** Access to this website once tested, will be shared with committee members. (R. Sandieson)
   ii. **UE Site access** Access to this website will be provided via email prior to the next meeting. It’s a great resource for materials, webinars, and best practices. (L. Wetsell)

II. **NEW BUSINESS**

a. **Receiving Hazardous Materials – US DOT requirements** Richard is coordinating training for the designated individuals who are approved to receive and sign for hazardous materials. We are preparing a webpage that highlights these materials, what to do upon delivery and who the designated individual are. This page will be linked to the Safety Web Site as well as shared with Building Contacts. (R. Sandieson)

b. **ADA projects and suggestions** Cliff shared and reviewed the ADA project worksheet. The worksheet outlined completed projects from this current year and will be the basis to prioritize and address projects in the coming years. The Committee was asked to review the list and offer any updates or additions as well as to comment on priority of items. (C. Willis and R. Sandieson)

c. **Mold Survey at Cochran** The College contracted a mold survey at the request of an employee for rooms in the basement of Cochran. Per the report, this area had no high levels of mold. There is moister from the outer walls that will be addressed during the summer. Although employees were moved to other offices for work related issues, these rooms remain accessible for future space needs. (R. Sandieson)

d. **PA Weather Preparedness Week, severe weather exercise**, The College will again participate with this annual drill. The drill is scheduled for March 29, 2012. Jeff S. is coordinating campus efforts. (J. Schneider)

e. **List of Building Addresses** Cliff shared a building address document that is used for Fire (911) calls. The committee discussed the uses and concerns related to sharing this information. It was agreed that the first step is to update the information. The committee will then decide how best to share the information on campus either in a limited way or campus wide. Uses discussed included campus communications for GPS location purposes (Admissions, Robertson, and Wise Center), insurance and contract purposes. The main caution was related
to the business postage address should not be changed to reflect any building physical address.  (C. Willis)

III. STANDING BUSINESS

a. Accident, Near Miss, and Hazard Reports
   i. Accident Reports: A slip and fall outside the VCCA building was reported and investigated. There was no apparent flaw on the stairway (not snow, ice or structural noted). No correction action was needed.

b. Subcommittee Reports:

c. Inspections:
   i. A fume hood in chemistry failed due to a mechanical problem. It was repaired immediately. All hoods in the science complex were reevaluated and found to be working properly.
   ii. Robertson Complex,
       1. Tennis storage Building: Improper extension cord removed.
       2. Composting Pole Barn: Unsecured pallet shelving. This is being secured by maintenance.
   iii. Brooks Dock: An uncapped gas cylinder found during the monthly waste oil inspection at Brooks. Three cylinders were found to belong to a former contractor and were returned to the supplier.
   iv. Chemistry: Flammable liquids were found stored in a household refrigerator. Materials were removed and a proper flammable storage refrigerator was purchased.

d. Training
   i. Completed:
       2. Lab safety training for new research students (7), presented January 17 and 20 by R. Sandieson
   ii. Upcoming:
       1. National Incident Management System
          Edinboro University is hosting regional training on the national emergency response system on March 13-15  (R. Sandieson has registered)
       2. 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.
       3. Annual Safety Committee Certification Training
          Wednesday, June 06, 2012     11:00 – 12:00 Murray Room 120
          Note: A short business meeting will be held before or after.
       4. DOT Hazardous Material Certification for persons shipping or receiving hazardous materials. (Late March, Date and time are not final)