MEETING CAME TO ORDER: 11:45 am
MEETING ADJORNED: 12:40 pm
SUBMITTED BY: Linda Wetsell

Approval of Minutes: The minutes were approved as presented

I. OLD BUSINESS

a. Bylaws
Update: The current draft has been shared with RCM&D (Clint) for a third-party compliance review since they are family with Certified Safety Committee issues. (R. Sandieson)

b. Machine Guarding
Update: Richard received a request from Art Department for a new safety table saw (“Saw Stop”). We will discuss this further under new business, funding requests. (R. Sandieson)

c. RCM&D training – upcoming webinars
i. May 2, 11-12  Aging Workforce – Safety Implications, a room in Murray will be reserved
ii. May 8, 11-12  Ergonomics – Train the Trainer

d. Employee Wellness Fair
Discussion: The members thought the presentations at the fair went well. Employees showed interest in the AED demonstrations. There was at least one inquiry for a new AED (student involvement) and thoughts regarding campus training were mentioned

e. Key Policy Update – Larry presented the Safety Committees status of the key policy to Dave McInally. This item will be added to AEC’s agenda, however Dave recommended that it will be presented by Joe DiChristina and Jeff S.  (J. Schneider)

II. NEW BUSINESS

a. NOTE: The next Committee meeting will include our Annual Safety Committee Certification Training. It will be held on Wednesday, June 06, 2012 at 11:00 – 12:00 in Murray Room 120 Sandy will contact Mark Pritchard and Linda Litzinger to see if they are interested in attending. They have both expressed interest in the Safety Committee.
b. Lockdown Event  (J. Schneider)

Update: The campus was locked down on April 18th when a police manhunt was in process near and around the campus. Jeff S. reported that the campus was locked down in less than 20 minutes and communications were provided on campus through the notification tools (cell phones, computers).

Jeff S. is conducting follow up meetings with ASG and Building monitors to gather any thoughts and concerns for future lock downs.

Some observations noted:

- Facebook posed a challenge since those postings appear timely but in many cases are not accurate.
- Some individuals took the drill lightly and may have been outdoors but others on campus helped move them inside when noticed.
- Doors at Alden were reported that they could be pried open, a work order has been placed and the doors will be fixed.
- The electronic lock down of doors impacted securities need to enter buildings. Programming has been modified to eliminate this in the future.

c. Funding Requests (R. Sandieson):

Richard and Linda reviewed the committee’s budget and project that there may approximately $6,000 remaining after current scheduled expenditures. The committee was asked if the funds could be used toward the following three funding requests that Richard received.

i. Safety table saw request from the Art department ($3,000)
ii. AED for the Physical Plant area ($1,500)
iii. Training; First Aid, AED and CPR for 30 employees with the primary focus in Security and Physical Plant ($1,650)

d. Arc Flash Safety  (R. Sandieson and C. Willis)

Richard and Cliff have identified Arc Flash Safety as an area of concern. Following a mechanical systems review in the Science Building, the need was reinforced. Efforts to make sure all areas are labeled and employees trained have begun. A consultant is on campus today to start a review process.

e. Equipment Review – Linda asked the committee to consider coordinating an equipment review on campus. We would look for unsafe machines. Linda noted some areas that came to mind; physics, sciences, art, and communications where she noted we have a tendency to
hang onto old equipment that may not have proper safety pieces and or may be in unsafe operating conditions.

The committee thought that this was a good item to add to future agendas. This would following earlier efforts such as cleaning out electrical closets.

Linda will email the Provost about a mechanical closet in the Art complex that continues to be a problem

f. Recognition - Richard Sandieson was recognized for his knowledge of safety issues as it pertains to the Physical Plant area (staff training and safety, building and grounds). Having him more integrated into this area has been educational and beneficial. His contribution to the Physical Plant Department and to the College has been invaluable."

III. STANDING BUSINESS

a. Accident, Near Miss, and Hazard Reports
   i. Accident Reports:

b. Subcommittee Reports:

c. Inspections:
   i. Safety Shower Evaluation : Campus wide, 32 safety showers
   ii. Science Complex Mechanical Areas – Two minor electrical issues were found and corrected.

d. Training
   i. Upcoming:
      1. Arc Flash (Awareness level training) May 1, at 1:00 in Carnegie 212 Introductory training for electricians, preventative maintenance, HVAC, and Boiler Provided by Joe Deane of KRT Associates.
      2. Radiation Safety Officer Recertification, May 14 at Applied Health Physics, Bethel Park Pa
      3. RCM&D Webinars
         a. Aging Workforce Webinar from RCM&D
            Date changed to May 2, 11:00 -12:00
         b. Ergonomics – Train the Trainer May 8, 11:00 – 12:00
      4. 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.
      5. 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.
      6. DOT Hazardous Material Certification for persons shipping or receiving hazardous materials. (rescheduling for Late May or June)