ALLEGHENY COLLEGE  
SAFETY COMMITTEE MINUTES  

DATE: 4/3/2012  

Attendance  

<table>
<thead>
<tr>
<th>Members</th>
<th>Alternates / Consultants</th>
<th>Guests</th>
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<td>Pat Ferrey</td>
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<td>Brad Gowetski</td>
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<td>Jeff Groff</td>
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<td>Joe Hall</td>
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<td>Richard Sandieson</td>
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<td>Jeff Schneider</td>
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<td>Larry Lee</td>
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<td>Linda Litzinger</td>
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<td>Linda Wetsell</td>
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<td>Cliff Willis</td>
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<td>Ken Haddix</td>
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MEETING CAME TO ORDER: 11:45  
MEETING ADJORNED: 12:35  
SUBMITTED BY: R. Sandieson  

Approval of Minutes: Approved without objection.  

I. OLD BUSINESS  

a. Bylaws  
   Update: A revision will be prepared and circulated to the committee. (R. Sandieson)  

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

c. RCM&D training – upcoming webinars  
   i. April 19, 11-12  
   Aging Workforce – Safety Implications,  
   ii. May 8, 11-12  
   Ergonomics – Train the Trainer  

d. Employee Wellness Fair  
   Participation and Materials: The committee’s table will provide an AED demonstration,  
giveaways, and handouts. J. Schneider and J. Groff will cover the first half and J. Hall and R. 
Sandieson will cover the second. C. Willis will be available as a backup.  

e. Key Policy Update -Final  
   Will be circulated to the committee by J. Schneider.  

f. Safety resources websites (RCM&D and United Educators).  
   i. RCM&D Site  
   We can add committee members and specify access rights. (R. Sandieson)  
   ii. UE Site assess  
   (L. Wetsell)  

g. PA Weather Preparedness Week, severe weather exercise, March 29  
   J. Schneider reported that our emergency notification system (e2Campus phone, siren, email,  
and desktop alert system performed well.
II. NEW BUSINESS

   We discussed the requirements for receivers of hazardous materials and the potential for
   theft of materials and means of prevention. R. Sandieson will check with RCM&D on lab
   access policies at UCIC member schools.

   New changes to the OSHA Hazard Communication Standard as it will effect training and
documentation. R. Sandieson will investigate on-line storage of safety data sheets and check
on electronic options.

III. STANDING BUSINESS

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

b. Subcommittee Reports:
   The Communication committee reported on wellness fair (under old business above).

c. Training
   i. Completed:
      1. *Introduction to the Incident Command System for Higher Education*
         *Three hour prerequisite to 3-day class listed below (Completed by R.Sandieson)*
      2. *Multi-Hazard Emergency Planning for Higher Education*
         Provided by the FEMA/Homeland Security Emergency Management Institute
         Hosted by Edinboro University March 13-15  (Completed by R. Sandieson)
      3. *Lab Accidents in the News: Institutional and Individual Risks, Roles and
         Responsibilities*, Webinar provided jointly by CSHEMA and NACUBO April 2
         (Attended by:  R. Sandieson)
   ii. *Upcoming*:
      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. (April, Date and time are not final)
      5. *The Globally Harmonized System (GHS)*  Webinar provided by Travelers, April
         18,  11:00 AM