MEETING CAME TO ORDER: 11:50 am
MEETING ADJORNED: 12:55 pm
SUBMITTED BY: Linda Wetsell

Approval of Minutes: July minutes were approved.

I. OLD BUSINESS

a. Bylaws
   Update: Draft is being reviewed by RCM&D

b. Key Policy Update (J. Schneider)
   Updates were made to the policy in key issuance and key return sections to better reflect practice and issues that have been highlighted this summer. The Committee discussed the issue the changes and are in agreement. Jeff will finalize these changes.

c. Electrical and Arc Flash Safety
   Update:
   i. Electrical gloves have been provided to maintenance staff that work with electrical equipment.
   ii. An arc-flash study of Science Complex in progress.
   iii. Proposals for 8-hour electrical safety training have been received and are being evaluated.

d. Bee Hives (C. Willis)
   Request for locating bee hives on campus is being vetted through Allegheny Executive Committee (AEC). A survey has been conducted regarding other campuses with hives. The insurance company has also been notified in an effort to manage risk exposure related to this request.

e. Updated Emergency Flip Charts – progress report (J. Schneider)
   The flip charts have been updated and printed. Jeff will distribute copies to departments and note the updates on Inside Allegheny. Jeff will coordinate the posting of these updates on the website.
f. **Community Emergency Drill/ Emergency Grab Bags** – (J. Hall, J. Schneider)

Jeff and Joe propose that the Building Contacts in the buildings should receive an Emergency Grab Bag (containing items such as lights, medical supplies, maps, etc.). The Committee supports the distribution and instruction of the Emergency Bags.

g. **Power Outage/Flashlights** – Update (J. Hall)

Joe reported that during RA training they will coordinate the inventory and/or replacement of flashlights.

h. **Evacuation Plans and Building Contact responsibilities**

Following the discussions on evacuation and building responsibilities. The Committee recommends a review of these topics be addressed this year. Richard, Cliff, Mark and Jeff will start the process by reviewing Oddfellows.

i. **Slips, Trips, and Falls** (UE Article “Focus on Slips and Falls at Furman University”)

This article supports the discussion from the last meeting regarding efforts on campus to evaluate and improve on slip, trips and fall occurrences.

II. **NEW BUSINESS**

a. **Free on-campus training on a variety of topics is available from PA Department of Labor and Industry. The updated list was distributed to the committee.** Ken will review the list with others in Physical Plant and work with Richard to coordinate a training day, if applicable.

b. **Emergency procedures for responding to an emergency in the chemistry NMR room were reviewed with chemistry.** We have purchased a hand held low-oxygen alarm/meter to augment the existing wall mounted alarm system to be used by emergency responders to determine if it’s safe to enter into the room.

c. **Parking Entrance/Exit routes at parking lots 21 (Oddfellows) and 28 (Loomis and Park).** It is recommended to improve visibility when leaving the Oddfellows parking lot #21 on to Allegheny Street that the entry and exit drives be switched. The Committee supports this recommendation. The second parking recommendation is to label entry and exit on lot #28 so that traffic enters from Park Ave and exit onto Loomis Street. The recommendation was also supported by the Committee. Cliff will discuss the Committee recommendations to Larry for implementations.

d. **Quarterly Workers Compensation Claims Report** was shared with the Committee. Incidents have been reviewed at the time of the incident. Frequency figures are lower than previous years. The Committee reviewed and discussed the report and did not find any significant issues or patterns.

e. **911 Addresses.** J. Schneider has been contacted to work on incorporating physical building addresses from campus (so everything isn’t reflected as 520 North Main Street).
III. STANDING BUSINESS

a. Accident, Near Miss, and Hazard Reports

b. Subcommittee Reports

c. Inspections:
   i. Summer Fire Safety Inspections Progress Report (J. Schneider)
   ii. Bio-safety cabinets will be inspected and certified on August 13.
   iii. Mechanical areas of the Oddfellows building were inspected on July 17. Several electrical and housekeeping issues were identified and work orders issued for corrections.

d. Training
   i. Boiler Safety, August 2, Physical Plant
   ii. First Aid, CPR, AED training week of September 17

e. Upcoming Training
   RCM&D Webinars
   i. Preparing for Winter: Avoid Slip, Trip and Fall Incidents
      August 24, 2011, 1:00 – 2:00 PM