DATE: 12/6/2012

MEETING CAME TO ORDER: 11:45 am
MEETING ADJORNED: 12:55 pm
SUBMITTED BY: Linda Wetsell

I. Approval of Minutes: November minutes were approved.

II. OLD BUSINESS

a. Mold on book bindings in Pelletier
   Update: Remediation specifications and protocols have been finalized. Bids will go out later this week. Remediation will take place over winter break. Permanent engineering solutions are being evaluated.

b. ADA access to Mellon Swimming Pool
   Update: Due to the characteristics of the pool structure and level of the water, locating a fixed access devise has been challenging. Cliff will continue to investigate options.

c. Committee recertification
   Update: The committee has been recertified for 2013 by PA DLI. The recertification has been filed with UCIC.

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

e. Mold in basement of student housing:
   Update: An exhaust fan was installed in the basement of 394 East College. The fan should reduce humidity levels in the basement and the potential for musty odors. High efficiency filters were installed in the furnace. The dehumidifier was reinstalled along with a second dehumidifier. The humidity levels have dropped.

f. AED Training:
   Update: Training will be scheduled for the week of December 17th. Richard will coordinate reserving the space and inviting employees to the training. Up to 30 employees can attend.

III. NEW BUSINESS

a. Worker Safety Training from PA Department of Labor and Industry (DLI)
   DLI has asked if we would host training sessions this spring or early summer. The sessions
would be open to the community with Allegheny staff having priority. They will train on issues from topics they have shared with us previously. This committee will be able to pick the topic(s) and will discuss them at the next meeting. Up to 40 spaces available in the training. We will need AEC approval to offer free space. Safety will pick the agenda topics. Richard will work with Conference and Events on logistics.

b. Post Office - Hazardous Materials Deliveries
Update: The Post Office should not be receiving hazardous materials. Richard has designed a sign for the shipping area at the Post Office. The sign directs delivery of these items to the Science Complex at 433 Park Ave.

c. ADA compliant door handles for day care facilities.
Update: We received a request for the installation of ADA compliant door handles. Cliff will coordinate efforts to install the handles.

d. AICUP sponsored meeting on environmental management systems
Update: December 11 at Thiel College - R. Sandieson has registered.

e. Emergency Procedures Web Site:
Update: An updated building contact list has been sent to the web master. Jeff S. will inform the committee when this is complete. The Safety web page links and references this information.

f. Trailer Hitches for 7 passenger vans
Update: there is limited need for trailer hitches (ASG Outing Club canoes, geology equipment) but there are scheduling conflicts that is making it difficult for Geology to have access to a van with a hitch when they need to use the equipment. The committee supports the installation of trailer hitches on the 12 passenger van(s). Security should implement a sign out process for the ball and hitch to manage the use of trailers on the vehicles.

g. Key Policy Operational review – This topic will be added to the next agenda so the committee can discuss the implementation and operational aspects of this policy.

IV. STANDING BUSINESS
a. Accident, Near Miss, and Hazard Reports
   i. Fall hazards were reported for two locations. Solutions are being investigated.

b. Subcommittee Reports

c. Inspections:
   i. The Meadville Fire Department will re-inspect the campus on December 5 to verify completion of corrective actions.
   ii. All buildings on the west side of Main Street will be inspected over winter break.
   iii. Safety inspection of college owned houses (By insurance underwriters) December 10
   iv. Machine Guarding: A belt guard has been ordered to correct a deficiency discovered in the physics department.

d. Training