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

Approval of Minutes: May and June minutes were approved with minor changes noted regarding the June minutes.

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

II. NEW BUSINESS
   a. Electrical and Arc Flash Safety - Physical Plant has taken the following action related to this issue
      i. Arc flash analysis will be included in the engineering study that is scheduled for the science complex (including transformers)
      ii. Appropriate safety gloves and clothing will be purchased and maintained as recommended (electrical gloves are rotated every six months and flame resistant clothing will be replaced periodically)
   b. UCIC Safety Leadership Committee developed initiatives for member colleges to review and they include the following:
      i. Conducting spring and fall exterior campus inspections targeting uneven concrete/macadam walking surfaces on pathways, sidewalks, parking lots, and deteriorating steps.
         1. Physical Plant has already assigned a point person in their area that focuses on these issues
      ii. Evaluate interior building walking surfaces annually (e.g. walkways, walk-off mates, steps, etc.)
         1. The Safety Committee recommended working with Building Contacts
      iii. Assess outdoor campus lighting annually to ensure illumination throughout campus is adequate
ALLEGHENY COLLEGE  
SAFETY COMMITTEE MINUTES

1. Jeff noted that security does this annually

iv. Evaluate snow removal policy to document high traffic/prioritized locations for snow extraction
   1. Physical Plant has a removal policy that is reviewed routinely. This past winter, the policy went through some modifications

v. Proper floor cleaning procedures (e.g. limit cleaning during high traffic times)

vi. Assess the need for a slip resistant shoe program in high risk areas (e.g. dining, housekeeping and physical plant)
   1. Since Larry and Cliff work with our third party providers, they will address items v. and vi. With them.

vii. Establish and maintain a fall protection program for work at elevations (e.g. fall protection, equipment, ladder inspections, handrails, harness use)
   1. The Committee would like to place this topic on a future agenda

c. Committee officers- The Committee discussed and approved the following changes:
   i. Richard Sandieson will continue as Committee Chair. Mark Pritchard will be Co-Chair
   ii. Pat Ferrey, Jeff Groff, Ken Haddix, Joe Hall, Mark Pritchard, Richard Sandieson are members of the committee
   iii. Brad Gowetski, Larry Lee, Linda Litzinger, Jeff Schneider, Linda Wetsell and Cliff Willis are consultants/alternates

d. Bee Hives- A faculty member inquired about introducing beehives to campus. Although the committee applauds the effort to support a declining population, they felt that based on safety concerns they would not recommend this to be undertaken on campus. Work crew safety, allergy hazards and an attractive nuisance were sited. Maybe a low access area could accommodate these efforts (the Bouson area was noted)

e. Equipment Review- Richard will develop a project scope to share at the next meeting. The goal is to identify equipment in areas on campus that pose a higher level of risk for injury.

f. Call box frequency change – Jeff noted that there is a radio frequency update being implemented on campus. There may be approximately 4 call boxes that may be replaced if they cannot accommodate this update

g. Updated Emergency Flip Charts – Jeff noted that the Emergency Flip Chart is almost complete. Versions will be provided to campus in paper version as well as updated on the webpage

h. Community Emergency Drill/ Emergency Grab Bags – an outcome of a recent community drill was to consider preparing an Emergency Grab bag for the building contacts. Jeff will bring recommendations to the next meeting

i. Power Outage/Flashlights – Joe will review RA/RD provisions for power outages and let the committee know if there is a continued need for flashlights.

III. STANDING BUSINESS

a. Accident, Near Miss, and Hazard Reports

b. Subcommittee Reports
c. Inspections
   i. Summer Fire Safety Inspections (Joint AC and Meadville Fire Department)
      All buildings on the east side of campus will be inspected During July

d. Training
   i. DOT Hazardous Material Certification for persons shipping or receiving hazardous
      materials, July 2, Provided by ECS&R,
      Eight attendees: 4 Physical Plant, 1 Security, and 3 lab technicians
   ii. EPA RCRA and OSHA HAZWOPER 8-hour refresher training
       Provided by Buck Baldwin of ECS&R
       Attendees: J. Corey, R. Sandieson
   iii. UCIC Safety Leadership Committee Summer training conference.
        June 25-28 at Bryn Mawr College, Attended by R. Sandieson.

e. Upcoming Training
   i. RCM&D Webinars
      1. Hazard Inspection and Accident Investigation, July 11, 11:00 am
   ii. CPR and First Aid Training
      1. Cliff is organizing training in September. In addition to his staff, he will coordinate
         his efforts with Security, Student Involvement, Conference and Events, Library
         and Communication Arts