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

Approval of Minutes: September minutes were approved.

I. OLD BUSINESS

a. Training available from Department Labor and Industry (DLI): list of training that DLI has to offer. We have solicited feedback from Physical Plant and the Print shop for training to bring to campus. Richard will coordinate these efforts

b. Mold on book-bindings in Pelletier: We continue to try to manage the environment in the area. The current humidity conditions continue to be monitored. The process to get pricing for remediation is ongoing. The goal is to keep this process moving as soon as possible.

c. ADA access to Mellon Swimming Pool: Still on going. Going with a fixed access vs. a portable access. This will bring the College into compliance with regulations

d. Poster cutting in Print Shop: Has been purchased and is in use.

e. Changes to parking lot entrance and exits: Signs and markings have been installed

f. Bylaws: Update: Draft is being reviewed by RCM&D. Richard shared feedback from UCIC meeting where a recent Labor and Industry audit was performed at a member school and that was discussed. This feedback will be incorporated in the review of the bylaws

g. Community Emergency Drill/ Emergency Grab Bags – (J. Hall, J. Schneider) These have been distributed.

h. Bee Hives – the College is not installing bee hives at this time.

II. NEW BUSINESS

a. UCIC Site Visit: Clint Wevodaul was on campus for a site visit. Pat, Richard and Linda met with him and discussed the following:
   i. Review of the accident history
   ii. Availability of resources through UCIC and their library of materials. Clint will provide samples of driver safety training and return to work letter
iii. College resources available through the Safety website were discussed. The group came up with a couple suggestions; one suggestion that will be worked on is linking work injury forms from the Human Resource page to the Safety page. Once we make this update it could generate a reminder to managers and employees about the importance of reporting workplace injuries
   1. Annual training. We want to set a date that coincides with a scheduled Safety meeting (March – Sept). Our goal is to address the required pieces efficiently at the beginning of the meeting and then also address topics like the premium loss rate and the history of claims (UCIC slides on claim detail)

b. Committee recertification: Recertification is due to be refilled in December. Richard is handling that renewal

c. Water in Bentley Basement. Rain water entered the basement of Bentley. Physical Plant has clear the surrounding area of mulch and has cleaned out the drainage pipes by that west entry. Efforts to remove water and water damage areas have been taken.

d. New Meeting Time. The committee discussed meeting times for this year. The meetings will be moved to the first Wednesday each month at 11:45 if a meeting room can be arranged.

e. Requests for open fires. Area coordinators must be contacted with requests for open fires in writing. Judgments would be made in consultation with Safety and Security Director. Protocols for such events were reviewed for fire pits, locations and materials. We must comply with City ordinances for these requests.

f. Key security. Larry discussed the recent thefts on campus. The College will take measures to review and make recommendations to better secure areas where keys are maintained and accessed.

g. Emergency Exit Door: Testing of magnetic lock emergency exit doors was discussed. A work order request will be made to physical plant to review the functioning of the doors located in the Library.

III. STANDING BUSINESS
   a. Accident, Near Miss, and Hazard Reports
   b. Subcommittee Reports
   c. Inspections:
      i. Laboratory Fume Hoods- have been completed
      ii. Eye Washes: scheduled to be conducted before the next meeting
   d. Training
      i. First Aid, CPR, AED Training for Physical Plant Staff (Sept 17, 18, 19, 20)
         Provided by John Berry of American First Aid
         1. Richard is looking into setting up a follow up training offering it to buildings that have AED’s in their buildings. He will work through the Building Contacts to establish interest and work on sign up
         2. A list of AEC locations will be added to the website(s) and possibly added to the ADA map
      ii. Lab Safety for Chemistry Research and Teaching Assistants (Aug 28, 29, 31)
      iii. Lab Safety for Physics Research (Sept 14)
      iv. Lab Safety for Biology Research (Sept 5, 6, 7, 10, 11)
v. Lab Fire Safety, (Sept 14) Hands on fire extinguisher training was provided by Meadville Fire Department
vi. Travelers webinar on Inspection, Testing and Maintenance of Fire Protection Systems, September 26, Attended by R.Sandieson Will be available on-demand
vii. RCM&D training available:
   1. Emergency Planning: evacuation people with disabilities October 16 11:00
   2. Near Miss Accidents: catch them before they catch you? November 8, 11:00