ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES

DATE: 9/4/2012

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<tr>
<th>Members</th>
<th>Alternates / Consultants</th>
<th>Guests</th>
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<td>Pat Ferrey</td>
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<td>Ken Haddix</td>
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<td>Mark Pritchard</td>
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<td>Joe Hall</td>
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<td>Richard Sandieson</td>
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<td>Jeff Groff</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>Brad Gowetski</td>
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<td>Jeff Schneider</td>
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MEETING CAME TO ORDER: 11:50 am
MEETING ADJORNED: 12:55 pm
SUBMITTED BY: Linda Wetsell

Approval of Minutes: August minutes were approved.

I. OLD BUSINESS

a. Bylaws
   Update: Draft is being reviewed by RCM&D
b. Key Policy. Jeff S. distributed the current policy
c. 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 has met and continues to work on this
d. Evacuation Plans and Building Contact responsibilities Richard, Cliff, Mark and Jeff have met and started the review process.
e. Bee Hives (C. Willis) Concerns have been shared with the insurance brokers about putting hives by Carr Hall. An area at Robertson was suggested that has less foot traffic. Next step would be to review any recommendations from Environmental Science.
f. Updated Emergency Flip Charts – (J. Schneider) The charts have been completed and distributed. More are available if needed
g. Training available from Department of Labor and Industry – Cliff and Richard will discuss since it mostly pertains to the Physical Plant area
h. Changes to parking lot entrance and exits
   Update: Signage on the pavement has been changed and the community notified of the two parking lot changes. Odd fellow’s entrance and exit were switched. The lot below Schultz was changed to be one way, entrance on Park Ave and exit on Loomis. Signs will be installed soon.
i. 911 Addresses (J. Schneider) the city will contact us when they are ready to update the system
II. NEW BUSINESS

a. Saw-Stop saws were installed in the theater scene shop and the art department wood shop.
Saws have been installed in Art and Communication Arts Departments. The committee has received a request for a financial contribution. The purpose of the safety budget was for unplanned expenses. The committee thought that this is a planned expense and it doesn’t meet the criteria for the funds. Richard will share the feedback with Jim Sumerfield.

b. Poster Cutter for Print Shop. Current procedures are to use a hand cutting devise when trimming posters. Mark will look into the purchase of a cutting tool that has the cutting edge covered.

c. ADA access to Mellon Swimming Pool. There is a regulation that all pools must be in compliance for handicap access. Cliff and the Athletics staff are reviewing the regulations and determining an acceptable solution. Right now they believe a fixed access devise is what will be installed.

d. Mold on book-bindings in Pelletier in the closed stacks area. Richard provided a summary of this incident. Mold samples were tested. The building has been checked for humidity and any water sources. Options for reducing humidity in this area are being investigated. Remediation of the affected books and the area are being outlined. The staff has been and will continue to be informed of the situation. Richard is preparing a summary memo of the incident to share with the staff.

e. Water in Bentley Basement. Rain water entered the basement of Bentley. Physical Plant has cleared 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.

f. 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.

g. 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.

h. 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.

III. STANDING BUSINESS

a. Accident, Near Miss, and Hazard Reports
b. Subcommittee Reports
c. Inspections:
   i. Summer Fire Safety Inspections completed
   ii. Bio-safety cabinets were inspected and certified on August 13.
d. Training
   i. OSHA provided webinar on the revised Hazard Communication Standard Aug 13, R. Sandieson
ii. Lab Safety for Chemistry Lab Assistants Aug 28, 29
iii. Lab Safety for Chemistry Research Students Aug 31
iv. Lab Safety sessions for Biology research students are being scheduled.
   v. Fire Extinguisher training for Chemistry and Biology TA and research students will be provided on September 14 at the science complex
   vi. First Aid, CPR, AED training week of September 17. Cliff and Richard are finalizing participants and sessions.

e. Upcoming Training
   i. Travelers webinar
      Inspection, Testing and Maintenance of Fire Protection Systems, September 26