MEETING CAME TO ORDER: 11:45 am

MEETING ADJORNED: 1:16 pm

SUBMITTED BY: Linda Wetsell

Approval of Minutes: The minutes were approved as presented.

I. OLD BUSINESS

a. Mold on book bindings in Pelletier
   Update:
   i. Physical plant is evaluating permanent engineering solutions.
   ii. Humidity levels and mold spore concentration will be monitored. We have purchased a mold sample gathering kit and plan to gather samples routinely (monthly to start)

b. Bylaws: Update: Richard will send out the updated version later this week. The updates reflect changes in regulations, language for accident trend review, Committee term and general committee details. Committee members should review the updates prior to the next meeting so we can discuss them.

c. Worker Safety Training from PA Department of Labor and Industry (DLI)
   Update: Richard shared interest noted from Committee members on the various training topics. Cliff and Richard will bring a recommendation to the next meeting.

d. ADA compliant door handles for day care facilities.
   Update: The hardware meets the request of the day care facilities. Physical plant will complete the installation on the remaining doors.

e. Emergency Procedures Web Site:
   Update: The updated emergency contacts list quickly reverted to the outdated version. http://sites.allegheny.edu/emergency-procedures/evacuation-information/. Richard will follow up to determine if this is data error or a link error.

f. AED – Additional Unit and training
   Update: Jeff Schneider ordered an AED for the Vukovich Center. A training session will be scheduled for Vukovich staff and faculty. An AED informational link was added to the Safety webpage.
g. **Key Policy Operational review:** Jeff will coordinate any updates of this policy with Joe DiChristina and the AEC. Linda shared her comments from a review of the current policy to verify that forms and tools are available as described and brought some proposed updates to the policy. Following a discussion, additional updates will be made and emailed to the Committee including: dates (Cliff to check with Butch on the specific dates), fines for employee keys (probably needs AEC feedback), logistics of notifications (ex. Employment termination), spelling, and online forms.

II. **NEW BUSINESS**

a. **Sidewalk ice treatment and slippery floors:** An explanation of the current materials used on the walkways was outlined by Cliff. Physical plant has already modify their process and materials to address some concerns related to the impact of the materials within building related to wetness and slipping (for example: longer walk off mats, changes in chemicals, focused communications, and the timing of application)

b. **Safety Inspections** (Fire Department, Insurance Agency, and Self Inspections). Residential Smoke Alarms: During a recent inspection, the Fire department noted that some smoke detectors were intentionally disabled. The College and Fire Department are working through the incident. The Committee had a long discussion on this topic including routine notification of such actions as it relates to various offices on campus (Physical Plant, Residence Life, Safety), various examples of disabled smoke detectors and other mechanical equipment within dorms and houses (including house basements, follow up through judicial review, city regulations, and, the risk exposure for the College. Next steps include bringing this to the attention of AEC members (Larry Lee and Joe DiChristina)and to work with our insurance broker, Oswald, to learn more about city and fire regulations and the impact on risk management.

III. **STANDING BUSINESS**

a. **Accident, Near Miss, and Hazard Reports**

b. **Subcommittee Reports**

c. **Inspections:**
   i. Fire Department and the Safety Committee inspection of the west side of campus
      
      **Update:** Work issued for corrective actions are nearly complete. Repairs will be verified before the facilities are re-inspected by the fire department.

d. **Training :**
   i. **Lab safety training was provided to new student assistants and research students in Chemistry on January 25, 2013. Proved by R. Sandieson, 8 students.**
   
   ii. **AED/CPR training will be arranged by the Safety Committee for staff and faculty working or using the Vukovich Center.**