DATE: 1/15/2013

MEETING CAME TO ORDER:  11:45 am
MEETING ADJORNED:  1:06 pm
SUBMITTED BY:  Linda Wetsell

Approval of Minutes:  The minutes were approved with the noted correction to the date.

I. OLD BUSINESS

   a. Mold on book bindings in Pelletier
      Update: Remediation has been completed over winter break. We are awaiting the follow up report. Physical plant is evaluating permanent engineering solutions.

   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 and report back to the committee if and when a solution is appropriate.

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

   d. Worker Safety Training from PA Department of Labor and Industry (DLI)
      Richard brought a list of safety topics that the PA DLI would be willing to present on campus (This could be open to the public too). The committee is asked to choice three topics of interest so we can narrow down the list.

   e. Post Office - Hazardous Materials Deliveries – signage and communication issues
      Update: Signs specifying materials that will not be accepted have been posted on the loading dock and in post office.

   f. ADA compliant door handles for day care facilities.
      Update: Physical plant is in the process of installing new door handles.

   g. Emergency Procedures Web Site:
      Update: Jeff Schneider sent an updated building contact to the web master and has been posted as of today.

   h. 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. The committee supports the installation of trailer hitches on the 12 passenger van(s) that do not have them. They have been installed.
II. NEW BUSINESS

a. **Key Policy Operational review:** Discussion of the implementation and operational aspects of this key policy. Jeff will confirm that AEC has approved the final version of this policy. Once confirmed, Jeff will prepare a communication for supervisors and share that communication piece with this committee. Linda will review the current policy to verify that forms and tools are available as described.

b. **Pedestrian Safety Brochure:** Security has printed and disseminated copies of the brochure to the residents of all residence halls. Safety notice, which includes pedestrian safety was posted to the website this week. There have been discussions on other steps the College could take (crosswalk markings, lighting etc.) to enhance pedestrian safety on Main Street.

c. **Quarterly and Year-end workers compensation reports:** Pat distributed the reports for both 2011 and 2012 (for comparison purposes). The frequency of claims and the claims amounts were lower in 2012 than in 2011. Slips trips and falls still account for a majority of claims. The committee felt that there is no additional action needed at this time. The practice to follow up claims at the time they are reported will continue.

d. **Annual audit of AED machines:** The audit has been completed on the devises. It was noted that some supplies were outdated or lacking. The Committee approved the purchase of the supplies needed (like pads). The committee would also like to post a listing of AEC locations on the Safety Committee Website.

e. **AED machines:** They further discussed the possible need to purchase additional machines. Because there are a lot of individuals that frequent the Communication Arts Building it was considered. The committee has recommended the purchase of another machine. Jeff will coordinate the purchase and training of this devise.

f. **Worker’s Compensation coverage for subcontractors.** The PA supreme court takes a broad view of “statutory employers” under worker’s compensation act. The legal alert was discussed with our legal team. The college will incorporate indemnification clause dealing specifically with workers compensation exposures within contractor and subcontractor contracts and agreements

g. **Slip and fall:** A visitor attending a function in one of our meeting rooms, slipped and fell on the ice. Even with the standard removal procedures on campus, it’s hard to eliminate all slips (poor footwear etc.) especially during snowy weather conditions. The Committee discussed if there was something the campus could do to educate or caution visitors during inclement weather but felt there was no recommendation at this time.

h. **Smoke detectors:** During a recent inspection, the Fire department noted that some smoke detectors were tampered with making them non-functional. The College and Fire Department are working through the incident. The outcome may involve fines. This is a risk exposure to the College that should be taken seriously.

III. 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 re-inspected the campus on December 5 to verify corrective actions. No deficiencies were discovered.

ii. The Meadville Fire Department and the Safety Committee inspected all buildings and houses west of North Main Street on Jan 4, 7, and 10. Work orders have been issued for corrective actions.

d. Training

i. AED/CPR The Safety committee provided two training sessions for workers in facilities where defibrillators are available
   1. December 18, 32 people trained:
      Areas represented include Development, Brooks Dining, McKinley’s, Catering, Post Office, , Maintenance, Library, Student Involvement, and Housekeeping
   2. January 9, 17 people trained:
      Areas represented include Music, Library, Development, Alumni Affairs, Development, Dining Services