MEETING CAME TO ORDER: 11:45 am
MEETING ADJORNED: 1:16 pm
SUBMITTED BY: Linda Wetsell

Approval of Minutes: The minutes from February were approved as presented.

I. OLD BUSINESS

a. Mold on book bindings in Pelletier
   Update: Progress has been made but this is not 100% complete at this time.

b. Bylaws: Update: Richard presented a current draft of the bylaws. Following a discussion, the Committee approved the bylaws with a minor wording changes

c. Worker Safety Training from PA Department of Labor and Industry (DLI)
   Update: Training has been scheduled for June 6 in Campus Center rooms 301-302. The goal is to offer four training sessions that will be finalized by Richard and Cliff.

d. Emergency Procedures Web Site:
   Update: The updated emergency contacts is now current. http://sites.allegheny.edu/emergency-procedures/evacuation-information/

e. AED – Additional Unit and training
   Update: AED for the Vukovich Center has been installed.

f. Key Policy Operational review: Pat and Linda will present a final copy of policy to Larry for AEC review. The final copy will include committee discussion points to date.

g. Residential Smoke Alarms: Cliff will work with Larry and Joe DiChristina to address and resolve the issue(s) noted by the fire department. (both student related and contractor related)

II. NEW BUSINESS

a. Emergency telephone access from labs: (R. Sandieson) The Committee reviewed an incident with a 911 call from the Carr Hall science lab area. A discussion of phone access either through additional central phones or cell phone boosters should be
considered. Suggestions should be shared so we can get feedback from employees in these areas (which may include education if needed). Joe Hall will follow up with Dean of Students to review standard operating procedures for securities response for a nonresponsive individual on campus.

b. New Fire Alarm System: to be installed at Oddfellows Hall this summer. (C. Willis)

c. Severe Weather Exercise: 3/5 On Tuesday, March 5, at 9 a.m., Allegheny College, in conjunction with the Crawford County Office of Emergency Services (OES) and the Pennsylvania Emergency Management Agency (PEMA), will be participating in a severe weather exercise. A tornado warning will be issued for Crawford County as part of this exercise. Messages were issued through computers, cell phones, radios and sirens. It does not appear that the messages are sent through Apple computers and we will forward that feedback to information technology.

III. STANDING BUSINESS

a. Accident, Near Miss, and Hazard Reports
   i. Slip and Fall at Campus Center
   ii. Sprain at Vukovich Scene Shop – Richard will remind supervisors in that area that training is important for all new student workers (provide reference handout materials)
   iii. Hazard Reports:
       1. Fall reported at Campus Center:
       2. Request for better telephone access in Labs

b. Subcommittee Reports

c. Inspections:
   i. Fire Department and the Safety Committee inspection of the west side of campus
      Update: Corrective actions will be verified before the facilities are inspected in March.
   ii. All AED devices were inspected and certified in February.

d. Training
   i. Lab Safety Training was provide to new research students in Physics. February 15, provided by R. Sandleson
   ii. AED Training: The Safety committee is arranging a training session for staff and faculty working or using the Vukovich Center.
   iii. Dates for the annual Safety Committee training will finalized (Richard)