ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES
May 7, 2013

DATE: 5/7/2013

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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>Jeff Groff</td>
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<td>Joe Hall</td>
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<td>Brad Gowetski</td>
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<td>Mark Pritchard</td>
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<td>Richard Sandieson</td>
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<td>Larry Lee</td>
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<td>Linda Wetsell</td>
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<td>Cliff Willis</td>
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<td>Ken Haddix</td>
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<td>Jeff Schneider</td>
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MEETING CAME TO ORDER: 11:45 a.m.
MEETING ADJORNED: 12:35 p.m.
SUBMITTED BY: Linda Wetsell

Approval of Minutes: The minutes from April 9, 2013 were approved as presented.

I. OLD BUSINESS

- **Worker Safety Training provided by PA Department of Labor and Industry (DLI)**
  Update: Three one-hour sessions have been scheduled for June 6 in CC rooms 301-302
  i. **Safe Lifting and Material Handling** 8:30 – 9:30
  ii. **Grounds Keeping Safety** 9:45 – 10:45
  iii. **Summer Safety – Working in the Heat** 11:00 – 12:00

- **AED – Additional Unit and training**
  Update: An AED training session was provided at the Vukovich Center on April 30.
  Last month we considered a possible need for training at the Wise Center and Conference and Events.
  i. **Wise Center:** Although the center always has trained staff on site, they may want to have a session in the fall to familiarize student front-desk workers and office staff.
  ii. **Conference and Events:** Staff members have attended previous trainings. Events are generally scheduled in areas equipped with AEDs.

- **Key Policy Operational review:**
  Update: Pat and Linda will present a draft that incorporates the most recent comments and feedback.

- **New Fire Alarm System** at Oddfellows Hall
  Update: To be installed this summer

- **Emergency Response Exercise**
  The Crawford County Emergency Management is setting up a community-wide hazardous
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materials response exercise for June. The drill scenario will be a hazardous materials incident at the Steffee science complex.

Update: Security has scheduled a meeting with the Crawford County Office of Emergency Services on May 8. Jeff S. and Richard will be involved in the exercise.

- Slips, Trips, and Falls: UCIC Safety Leadership Committee (SLC)
  Update: A brief report on our efforts will be provided to the SLC. (R. Sandieson)

II. NEW BUSINESS

- Meeting Schedule for next year:
  We have reserved McKinley’s private dining room from 11:30-1:00 on the first Tuesday of the month next year except for April. Due to a conflict with “Gator Day”, the April Meeting will be on the second Tuesday, April 8th.

- Fall protection: Maintenance staff reported that an elevated work area in the Wise Center lacked fall protection railings. Proper railings have been installed.

- RCM&D Webinar: A Strategic Approach to Workforce Health and Wellness, Wednesday, May 8, 11:00–12:00, Murray Hall room 120.

- Annual Committee Certification Training: following the annual certification training presented by Clint Wevodau the committee discussed the following topics:
  i. The College’s Mod factor that impacts the annual premium paid has fallen from .976 in 2011 to .776 in 2013. A Mod under 1.0 reflects low claim statistics and results in a discount
  ii. Accident investigation process was reviewed. Clint will sent an Accident Information Template to the committee for reference
  iii. The current management of campus inspections such as the standard fire inspections, and RA inspections. Reporting and follow-up was summarized. (reporting to supervisors, placing work orders, and check lists
  iv. In light of recent inspections, the Committee reviewed required documentation requested such as: agendas, inspections sheets, bylaws, incident review follow up, evidence of annual training, membership representation allocation, and annual goals

III. STANDING BUSINESS

- Accident, Near Miss, and Hazard Reports
- Subcommittee Reports
- Inspections:
i. Reinspection of the west side of campus by the Meadville Fire Department and the Safety Committee is scheduled for May 28.

• Training

Upcoming Training Sessions

i. Safe Lifting and Material Handling, Grounds Keeping Safety, and Summer Safety – Working in the Heat have been scheduled for June 6

ii. Active Shooter Workshop: Homeland Security, 29 April, Erie, PA
    Update: Jeff Schneider attended.