

**ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES**

DATE: October 6, 2009

MEMBERS PRESENT: Tammy Garland, Joe Hall, Richard Sandieson, Linda Wetsell, Pat Ferrey

MEMBERS EXCUSED: Jeff Groff, Ken Kensill,

CONSULTANTS: Ken Hanna, Larry Lee, Cliff Willis

MEETING CAME TO ORDER: 10:00 am

MEETING ADJORNED: 11:00 am

SUBMITTED BY: Linda Wetsell

I. OLD BUSINESS

- a. The following plans should be reviewed, updated and presented to AEC:
 - i. Pollution Prevention Plans (SPCC for oil & PPC for chemicals)
Update: Plans will be updated over the summer with the assistance of consultant and certified by a consulting engineer.
 - ii. The Committee asked that policies and procedures regarding access to roof tops should be reviewed. **Update:** Ken Kensill will draft Standard Operating Procedures and bring it to the next meeting.
 - iii. The Accident and Illness Prevention Plan (AIPP)/OSHA Plans will be reviewed by the committee throughout the year. Respiratory Protection, Hot Work Permit, Confined Space, and Hearing Protection have been drafted and will be shared with the committee
 - iv. Lock Boxes (Building Key Safe for Emergency Responders access)**Update:** No update.
 - v. Confined Space Program **Update:** Richard Sandieson still needs to incorporate suggestions from the June meeting and bring them to the next meeting

II. NEW BUSINESS-

- a. Approval of September minutes – minutes were approved as presented
- b. Following the bicycle/motorist incident earlier in the week, the committee discussed the incident. The committee noted the College has taken steps prior to the incident such as consolidating the crosswalks on Main Street, widening the crosswalks markings, added lighting and bulb wattage as well as removing parking on the street. Ken Kensill is working with Prof. Chris Lundberg to develop a safety message and policy on bicycle riding on campus. Chris is a certified instructor for the operation of bicycles and will also be trying to develop an abbreviated course to teach interested students. The committee thought providing training as well as putting resources on the College web page were appropriate action steps
- c. The committee approved the purchase and funding of 48 first aid kits for the RA's per a request from Residence Life. The committee noted that this need should be included in the department budget in the future.
- d. The Library is requesting an AED unit (\$1200) to be purchased and funded by the Safety Committee. Richard will confirm with Ken Kensill that one was not ordered prior. The committee approved the purchase as long as the placement and mounting of the device is approved. The committee also asked that needs for AED's in the Chapel and VCCA be discussed with Ken Kensill and reviewed at a future meeting.

- e. Jan Malliard, is requesting an "Informer" unit (internal siren/communication device) to be placed in the theater area at the VCCA building (\$800). The external siren can not be heard. The College does use such devices in other locations on campus where it's hard to hear the external siren. The committee recommended that Ken Kensill should include this request in his drill summary and prepare a recommendation for this and any other findings he feels should be addressed following the drill.
- f. Ken Kensill reported to Richard that the emergency test went very well Sept. 30th. Over 1000 students and staff have subscribed to E2 Campus.
- g. Testing and annual certification of biological safety cabinets will now be contracted through an outside company. This company will test and certify these cabinets (this involves 3 cabinets). This will meet the College's annual certification requirements.

III. STANDING BUSINESS – (Incidents, inspections, training, budget, subcommittee reports, etc.)

- a. Inspections:
 - i. Montgomery boiler room was inspected. Housekeeping issues such as construction debris, trash, and old light fixtures was identified. All items have been removed
 - ii. Murray boiler room was inspected. Access to electrical panel was found blocked. Trash and debris have been removed and access to electrical panel is no longer blocked
- b. Training
 - i. Lab safety training was provided to research students and teaching assistants in Physics, Chemistry and Biology departments. Documentation of the trainings are on file in Richard's office and record of any employee participants has been forward to Human Resources to be filed
- c. Subcommittees
 - i. Key Policy (Ken Kensill)- a draft key control policy was distributed to the committee. The goal is to implement the policy this summer (2010) and be up and running prior to the fall semester
Update: The committee met to review the current key and card access policy. They have discussed recommendations with AEC which included the management of metal keys to remain under the supervision of Physical Plant. Management of the card access function will continue to be managed through the Dean of Students office. The committee will work with the areas involved to determine a communication plan.
- d. Incidents
 - i. A student was traveling west through the crosswalk across North Main street on a bicycle when she collided with a car on main street. There were no major injuries. The committee discussed prior safety efforts and improvements made in this area as well as next steps. Training and education will be the focus of the follow up.