LAKE FOREST COLLEGE

SAFETY COMMITTEE MEETING MINUTES

Date: 1-30-13

Attendees: Leslie Chapman, Jackie Slaats, Rick Cohen, Michael Orr, Scott Schappe, Carolyn Golz, Nick Schmitt, Jennifer Jeziorski, Silvana Presta Tracy Taylor, Brian Bruha, Bob Boutin

Start time: 4:00 pm

I. Unfinished Business

1. **Reports**

The cost for the safety netting to control sports balls from leaving Farwell Field has been placed on the capital list for the coming fiscal year.

1. **Other Business**

The oily rag container in Durand will be emptied each Monday by Aramark.

* 1. New Business
1. **Accident Review (employees and student employees)**

Silvana Presta reported that there are no new open claims. There were two employee injuries experienced by a member of the tennis coaching staff and an officer from Public Safety.

**B. Review findings from inspections**

Inspections of the resident halls found emergency lights not working and tripping hazards present in stairwells. The inspection findings were provided to Facilities Management.

**C. Employee education and training**

Rick Cohen is working with departments to train personnel on emergency situations that may occur on campus.

Bloodborne Pathogen training should be provided for the resident life staff. Nick Schmitt indicated that Aramark will clean blood or bodily fluid while they are on site and that clean up kits are provided. Jackie Slaats asked about kits for the Sports Center to which Nick replied that they are kept in the custodial closets. After hours (11:00 pm) incidents can be cleaned with the spill kit or left for Aramark personnel to clean the following day.

1. **Safety policy creation, evaluation, updates**

The Golf Cart safety requirements will be added to the Safety Committee page to enable persons to access the data.

1. **Other business**

Tracy Taylor asked about the key for the Durand computer lab. Tracy was concerned about students having to walk across campus late at night to retrieve the key from Public Safety. Rick Cohen responded that it is up to each department to decide how keys are controlled and hours rooms are open. Brian Bruha suggested that coded locks can be purchased and set on doors. The locks can be set on timers to help control access to the lab.

Bob Boutin reviewed the UL 2572 Mass Notification requirements as well as chapter 24 of the NFPA 72 Emergency Communication System requirements. The NFPA regulation addresses the existence of the need to communicate necessary information to facilitate an appropriate response. The UL regulation addresses the specific wiring and circuitry requirements for interior and exterior warning systems.

Jackie Slaats asked about a path created by students between on Rosemary Road between south campus and Rosemary House. She was concerned about students walking in an area away from the lighted crosswalk. Scott Schappe indicated that the path had been established for many years and is used frequently.

Dormitory and apartment fire drills will be completed in February. Silvana Presta asked if the college did fire drills for administrative and academic buildings. Rick Cohen responded that the interruption to classes was a concern voiced by the faculty. Bob Boutin will look at adding non-academic building drills or providing direction to department chairs, which they can share at department meetings, on how to evacuate buildings during emergency situations.

A question was raised regarding lightening sensors and if the college had any available. Scott Schappe indicated that the City of Lake Forest has a siren at the beach which is activated during storms and that this siren can be heard on campus. Jackie Slaats indicated that software is available for smart phones that will notify the user when a storm is approaching.

IV. Next Meeting

Date to be determined

Meeting adjourned: 5:00 pm