LAKE FOREST COLLEGE

SAFETY COMMITTEE MEETING MINUTES

Date: 2-25-16

Attendees: Jackie Slaats, Rick Cohen, Mike Kash, Dave Siebert, Lori Sundberg, Brian Healy, Eli Robb, Andrew Pollom, Bob Boutin, Davis Schneiderman

Start time: 4:05 pm

I. Unfinished Business

1. **Reports**

Bob Boutin discussed the Safety Committee Guidelines. Members were asked if there were any suggestions or questions. No comments were received. At the end of the meeting Mike Kash provided an edited version of the guidelines to Bob for review.

Rick Cohen reported that the middle campus parking and pedestrian traffic proposal meeting was given to the College Council by Dominick Scafidi. Lori Sundberg indicated that she needs a project price for this proposal. Dave Siebert had previously priced the project and will provide the information to Lori.

Davis Schneiderman indicated that a private donation may be presented to the college for a new entry into the Chicago Center. Davis is working with a donor who is looking to improve the appearance of the exterior of this entrance. Davis will work with the parking and pedestrian traffic proposal as well as representatives from the Student Government.

1. **Review of prior Action Items**
2. Ice Rink – the specific need for an emergency shower was not known. Bob Boutin agreed to review the OSHA regulations and notify Dave Siebert of his findings. After the meeting Bob reviewed the regulation and identified that an eyewash station and shower were required if an employee exposure to corrosive chemicals was present. The rink refrigeration system uses anhydrous ammonia (a corrosive liquid) so Dave Siebert was informed of the findings.
3. AON Recommendations developed during prior inspections were reviewed by Bob Boutin. Bob spoke with appropriate personnel to determine the status of each recommendation. A summary of his findings will be provided to Lori Sundberg. One of the recommendations dealt with the need for an appraisal of special collections. Eli Robb reported the fine arts appraisal had been completed and that he was waiting for the results. Davis Schneiderman mentioned that a future Cuban photography collection is to be added to which Lori responded that Wendy Ohman had been notified and will track this information.
4. Facman is working with the science departments for eyewash and shower inspections. An agreement was reached by Facman for Cintas to conduct testing each summer. Facman will also schedule inspections each December with Barb Sesterhenn of the Chemistry Department.
5. Residence hall laundry service has been addressed by Facman. Adam Cortright has contracted with General Duct Cleaning Inc. to perform annual cleaning of all dryers on campus. The frequency of cleaning may occur more often depending on the findings from the next time ducts are cleaned.
6. Waivers – topic was tabled as Agnes Stepek was unable to attend the meeting. Lori Sundberg reported that Agnes has the policies and will pursue distribution options.
7. Mail room parking – the proposed changes were implemented.
8. Golf cart training - Bob Boutin recommended requiring all operators to carry a cart operator driver’s license. Rick Cohen agreed with the recommendation. A license enables Public Safety Officers to stop and identify drivers observed operating in an unsafe manner.

Bob reviewed the In2vate training system records to determine who has completed the training. Inconsistencies with training records were identified so Jackie Slaats recommended having all golf cart operators redo the training and start fresh.

Lori Sundberg indicated that the mailroom had taken over the golf cart previously operated by VisCom. Mailroom personnel will be included in golf cart training.

1. Email and website options for the safety committee were addressed by Bob Boutin. Bob is working with Tonja Brice to establish a means to enhance the visibility of the committee. An email was sent to the campus community regarding the committee. Requests for input on safety issues went unanswered. Future emails will be distributed as a means to increase awareness of the committee’s purpose and function.
   1. New Business
2. **Accident Review (employees and student employees)**

Agnes Stepek was unable to attend the meeting so no report was submitted.

**B. Review findings from inspections**

Documented AED quarterly inspections are completed by Bob Boutin, Mike Gilboe and Brian Bruha.

Residence Hall inspections were completed by Bob Boutin with findings submitted to Facman.

Lab safety inspections will be completed during the spring semester. Findings will be shared with department chairs.

All buildings with sprinkler systems will be inspected by Bob Boutin. Quarterly inspections of each system will be documented and findings shared with Facman as needed.

**C. Employee education and training**

Bob Boutin raised concerns with Zamboni operator training. Bob spoke with Anthony Triplett who had concerns with getting students to complete training. Bob will work with Anthony and Brian Bruha to formalize the training and provide his suggestions to Jackie Slaats.

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

The Chemical Hygiene Plan will be updated in 2016. The update will reflect the current OSHA regulation. Bob Boutin will work with the Chemical Hygiene Committee to make necessary adjustments to the plan. Eli Robb will be added to the Chemical Hygiene Committee.

1. **Other business**

Residence Hall fire drills were completed in January by personnel from Public Safety and Residence Life. Bob expressed concern and disappointment with the student’s response as departure from the buildings was slow. Andrew Pollom recommended changing the times of the drills to later in the evening when more students would be present. Bob will work with Residence Life personnel on scheduling future drills. Bob will also submit summary reports to Andrew after drills are completed.

A recommendation pertaining to the Biology Department freezer was raised during a prior insurance inspection. The recommendation suggested completing a risk vulnerability assessment to verify what safety control is in place to prevent the loss of biological samples and lab-made reagents. While investigating the status of the recommendation it was determined that the assessment had not been completed and on Mother’s Day Weekend 2015 an incident occurred that could have resulted in a loss. After the meeting Bob Boutin emailed Doug Light, Department Chair and Beth Herbert, Department Assistant and suggested working on the assessment. The topic was raised at a Biology department meeting and the staff agreed to work with Bob this coming summer. Bob will provide a summary of the department decisions at a future committee meeting.

Adam Cortright contacted Bob Boutin regarding the chemical storage requirements in Johnson. Adam indicated that question of storage was raised during a planning meeting for the Johnson renovation. Adam and Bob reviewed the NFPA requirements and Adam will work with the architect to plan chemical storage needs.

Bob Boutin raised a concern over the drug and alcohol testing requirements for persons operating the shuttle bus. The Federal Motor Carrier Safety Regulations (FMCSR) stipulates testing requirements for random, reasonable suspicion and post-accident for anyone carrying a commercial driver’s license (CDL). Bob’s concern focused on how the college would complete testing if a driver were involved in an accident as well as for how to get the shuttle and students back to campus. Davis Schneiderman questioned if the same rules would apply to faculty and staff involved in an accident? Bob indicated that the FMCSR applied to persons with a CDL. Rick Cohen recommended applying the rule to anyone involved in an accident and has had previous experience with drug testing companies. Bob will investigate options and submit findings at a future committee meeting.

Brian Healy indicated that when he assumed responsibility for Hixon there was no information provided to assist with general safety. Brian has had experience with this type of document at previous employers and asked if the college had assigned an individual or individuals who were responsible for building accidents or general safety issues.

Dave Siebert responded that the CPC designated point persons for each campus building who would be responsible for accurately assessing the best allocation of funds for repair and maintenance of those buildings. Dave believes this decision is similar to what Brian suggested. Bob Boutin will look into the CPC’s recommendation.

Jackie Slaats questioned if a list for each building should be developed to evaluate the risks associated within each structure. The list would contain items such as chemical storage, life safety equipment, emergency contacts and when service is to be provided to properly maintain the resources and mechanical systems. Rick Cohen suggested creating a document that could be kept on-line and provided to designated personnel. Bob Boutin will speak with Brian Healy and put together a risk assessment format/spreadsheet and present it at a future committee meeting for review.

After the meeting Wendy Ohman provided a list of building representatives and their assigned responsibilities. Bob Boutin will evaluate this information and discuss his findings at the next safety committee meeting.

1. **Action Items**
   * + 1. Middle campus parking and pedestrian traffic pattern
       2. Email and website options for the safety committee
       3. Biology freezer
       4. Building by building health and safety requirements
       5. Drug testing

III. Next Meeting

Date to be determined

Meeting adjourned: 5:05 pm