

LAKE FOREST COLLEGE  
SAFETY COMMITTEE MEETING MINUTES

Date: April 17, 2019

Attendees: Rick Cohen, Wendy Ohman, , Scott Schappe, Dave Siebert, Mike Kash, Paul Gladden, Richard Pettengill, Mike Raymond, Agnes Stepek, Tracy Taylor

Start Time: 4:05 pm

## Unfinished Business

### Reports

None

### Rave

Personnel were reminded to update their personal information through ADP.

There has been no progress with the weather alerts or accessibility for designated personnel.

### Drone Policy

The senior staff has yet to review and approve the policy.

### Tier II Reports

Tier II EPA reports were completed and submitted.

### Chemical Disposal

The appropriate departments will be notified to start collecting their chemicals for this year's disposal.

A question of whose budget was going to be used for Barb Sesterhenn to complete the chemical inventory over the summer was raised. An email was sent to Jason Cody to see if he could provide any insight. Agnes Stepek mentioned that a replacement for Barb has been hired, so perhaps Barb can train the new person on how to complete the chemical inventory. She suggested that Jason Cody should identify if Barb or her replacement can complete this task.

### Action Items

No updates have occurred to the alcohol policy but it was reported that Parkhurst is requiring both student and state issued ID's when serving alcohol.

Specific biology freezers have been placed on the emergency generator. Faculty who have personal freezers in their offices or labs would need to pay attention to alerts in the event of a power outage. Public Safety will notify personnel during an outage that occurs on off hours.

## New Business

### Accident Review

Agnes Stepek reported that since our last meeting one staff member had slipped and fell causing him to break three ribs. The employee remains off duty during his recovery period but is expected back shortly.

### Inspection Findings

All buildings will be inspected this summer.

The emergency light identification project will be worked on over the summer months.

Sprinkler system inspections continue to be inspected each quarter.

Lab inspections will be completed this summer.

### Employee Education and Training

Bloodborne Pathogen training for RA's and RD's will be conducted through Everfi and administered by Agnes Stepek. Rick Cohen will reach out to Stacy Oliver to obtain the personnel list.

### Other Business

The College has purchased a 15-passenger van to replace one of the mini-busses. The concerns with rollover safety have been addressed through better stabilization design as well as safety practices including: no roof storage and passenger seating requirements.

Dave Siebert is working on the new policy requirements and will distribute to Committee members to review. Dave also recommended that all persons who will drive the van are to undergo refresher training. The training will be completed through Everfi or Safe Colleges.

The vans will remain restricted to faculty and staff drivers. The vans are inspected prior to each use by an employee of Facman. A recommendation to document these inspections was made and Rick Cohen indicated he would provide information on the inspection requirements.

Scott Schappe asked about restrictions applied by rental companies when using large vans. Mike Raymond reported that Athletics frequently rents these vehicles and that they follow the rental company's restrictions.

End Time                      4:45 pm

Next meeting date        TBD