

LAKE FOREST COLLEGE  
SAFETY COMMITTEE MEETING MINUTES

Date: 11-02-17

Attendees: Brian Bruha, Rick Cohen, Mike Kash, Andrew Pollom, Davis Schneiderman,  
Dave Siebert, Jackie Slaats, Agnes Stepek, Lori Sundberg

Start time: 4:05 pm

I. Unfinished Business

**A. Reports**

AON Inspection – discuss new recommendations.  
Topic tabled until a future meeting.

**B. Review action items**

1. Biology Freezers

The biology freezers will be placed on the emergency generator power source when it is relocated after the construction is completed. The Biology department will be encouraged to continue working on protocol to follow if a power outage occurs. The protocol should include notifying Facman and Public Safety.

Dave Siebert reported that refrigerators in the science departments will have outlets that are supported by the emergency generator. A question was raised if these outlets will be identified to which Dave Siebert reported that some will be orange. Davis Schneiderman suggested that all outlets on the generator should be identifiable.

2. Emergency Lights – inspection checklist

The checklist was developed and reviewed by the committee. Changes were recommended to help clarify the exact issue identified so as to assist Facman. The modified checklist will be distributed.

Brian Bruha completed an evaluation of emergency lights in the Sports Center. Brian located all 88 lights using mechanical drawings, which was shared with Adam Cortright.

3. Shared Driver List

Continue working with Don Martin to get the list onto the V drive. Rick Cohen offered to assist with locating this list onto the V drive. The list has been shared on two occasions to help faculty find drivers.

4. Drones

The FAA has established requirements for recreational and commercial use. A comparison chart was provided to the committee to help clarify the rules pertaining

to pilot requirements, aircraft requirements, location requirements and operating rules.

The State of Illinois enacted the 20 ILCS 5065 Unmanned Aerial Systems (UAS) Oversight Task Force. The task force was to address land owner rights, operational safety requirements and freedom from surveillance privacy requirements. The task force was repealed on 9-1-17 and results from their activity are limited.

The committees review identified the need for a policy to be developed and asked Wendy Ohman to lead the process.

### III. New Business

#### A. Accident review (employees and student employees)

Agnes Stepek reported that two staff injuries occurred within the past few weeks. The first was to an employee who slipped and fell while entering an elevator in Nollen Hall. The employee sustained injuries that required medical care after slipping in the elevator after walking on wet carpeting, which had recently been cleaned by Aramark.

The second incident was to a member of the Athletics staff who was injured by a football player. The injury occurred at a practice when the staff member was knocked over by the player.

A vehicle accident occurred when an approved student driver was moving a van and struck the side of a bus. The incident was reported to Public Safety and repairs to the vehicles were completed. The student driver was notified that she was suspended from driving until she completed the on-line driver training course for a second time. Questions as to how many occurrences a driver may have before they are prohibited from driving were discussed. The committee will be provided a suggested format to be reviewed.

Andrew Pollom raised a question regarding access to the EIIA's Safe Campus information. Lori Sundberg reported that she was informed that a list will be put together adding contact names, including the Residence Life staff to allow broader access.

#### B. Review findings from inspections

The Lake Forest Fire Department met with Adam Cortright and inspected the campus. Findings for corrective actions include the following:

1. Stairwell doors were found with door stops that kept doors from properly closing.
2. Recommended that all space heaters be equipped with shut off devices that are activated if the heater is tipped over.
3. The practice of plugging power strips into one another must be discontinued.

Adam shared the inspection findings with the campus and reminded personnel to comply with the results.

Brian Bruha identified that the fire department requires soccer goals to be permanently anchored or to be designed to prevent tipping. The ability to comply is limited due to the need to relocate the goals so weighted bags will be used until an answer can be found. There are currently eight sets of goals of which one meets with anti-tipping requirements.

Building sprinkler system inspections continue to be completed each quarter.

Lab inspections were performed in July and will be repeated in January, 2018.

#### **C. Employee education and training**

An email reminder was sent to Chairs in the science departments to complete refresher training on the Chemical Hygiene Plan.

Aramark personnel who work in Johnson and Public Safety Officers will be asked to complete the refresher training.

#### **D. Safety policy creation, evaluation, updates**

The Chemical Hygiene Plan was reviewed and updated.

No other safety policy changes/revisions are necessary at this time.

#### **E. Other business**

Mike Kash and Paul Gladen reported that students are locking their bikes to the handrail entrance to Johnson D. A review of the site with suggested corrective action will be completed.

Chemical disposal took place in July, 2017.

An electrical tricycle was seen on campus and the question was raised if this was approved for use. Andrew Pollom reported that the student owning the device had a medical purpose for the tricycle and therefore was approved. The student approved to use the tricycle has been found driving on Sheridan Rd. Teryn Robinson and Public Safety Officers have spoken with the individual regarding his safety and the need to operate the tricycle on the sidewalk. Also, there have been two instances when the student allowed others to operate his cart. The student was reminded that the tricycle is for his personal use only.

A list of drivers, who agreed to make their names available to drive for other departments, has been developed. The list will be placed on the V drive and the lists existence will be shared with the Lake Forest College community.

A question was raised by the Crisis Communication Committee regarding the existence of a public address system in the Lillard Science Center. Dave Siebert reported that

such a system has not been approved but that two way communications will be provided from designated areas to the fire control panel.

The issue of animals on campus was reviewed. Wendy Ohman researched the issue and identified that Illinois has the following dog bite law:

*If a dog or other animal, without provocation, attacks, attempts to attack, or injures any person who is peaceably conducting himself or herself in any place where he or she may lawfully be, the owner of such dog or other animal is liable in civil damages to such person for the full amount of the injury proximately caused thereby.*

Wendy also spoke with the insurance broker and learned that an animal bite on campus could be subject to a general liability claim even with the current Illinois law.

An existing animal policy is in place for the Residence Life staff and a copy will be provided by Andrew Pollom for review. Modifications will be completed and the policy will be adopted.

The residence assistant staff received training on Bloodborne pathogens from Stacy and Mary from ResLife during their recent orientation. A question was raised regarding training for the residence directors. Andrew Pollom will discuss the issue with the Safety Administrator.

**F. Action items**

AON recommendations  
Approved driver list

**III. Next Meeting**

Date to be determined

Meeting adjourned: 5:05 pm