

LAKE FOREST COLLEGE
SAFETY COMMITTEE MEETING MINUTES

Date: 4-27-17

Attendees: Rick Cohen, Mike Kash, Lori Sundberg, Agnes Stepek, Jackie Slaats, Andrew Pollom, Dave Siebert, Davis Schneiderman, Siobhan Michelotti, Karla Finney, Dawn Wiser

Start time: 4:05 pm

I. Unfinished Business

A. Reports

Rick Cohen has a call into The City of Lake Forest regarding reflectors at the crosswalk, between South and Middle campuses, as well as adding lighting at the Rosemary crosswalk. The City representative is out until May 1, 2017, Rick Cohen will follow-up.

A conversation with Liz Libby identified that the Lake Forest College Weekly News can be used to promote safety topics, request safety suggestions and provide health and safety information to the campus. Davis Schneiderman indicated that emails and the weekly newsletter can be used to distribute information.

B. Review action items

1. Building Health and Safety Requirements:

A search will be conducted to identify volunteers in Johnson to participate on a building safety team. The team will be provided inspection criteria to help evaluate site safety conditions as well as reporting requirements for identified issues.

2. Drug & Alcohol testing – Shuttle Drivers

When being sent for a drug or alcohol test drivers must be provided a document that contains information for the medical provider to conduct the test. A search for this information has not been successful. Rick Cohen indicated he would locate this information and provide it for review.

3. Emergency Light Inspections

Personnel in Athletics and Residence Life will be trained on the testing requirements for emergency lights. These employees will be provided a checklist and instructions on the testing requirements. Mike Kash agreed to perform these tests in Johnson.

4. Volunteer Drivers

Driver approval was provided to select representatives from the First Presbyterian Church who will be driving College vehicles at the church's upcoming rummage sale. Lori Sundberg reported that the approval process followed requirements for College drivers including on-line testing, MVR approval and road tests. This practice will be repeated for all future volunteer drivers. There are admissions counselors who will rent

vehicles but do not participate in training or the driver approval process. Lori Sundberg will check on the driving policy applied by these counselors.

Jackie Slaats indicated that the Athletics Department has had all volunteer coaches, as well as those who recruit, register for and complete the driver approval process.

Agnes Stepek reported she maintains a list of approved volunteers and anyone wishing to obtain this information may contact her.

Dave Siebert asked what constitutes a College related activity when renting a College vehicle. Facman has seen inconsistencies of what is considered an approved activity. Davis Schneiderman asked what issues have been experienced to which Dave responded groups without sponsors have been turned down as Facman can't identify who made the vehicle registration. Andrew Pollom indicated that RA's will rent vehicles but use a budget line and identify a responsible supervisor when making the reservation. Rick Cohen and Davis Schneiderman agreed with Andrew Pollom and felt the existence of supervision and the account number are sufficient to constitute approved activities.

Jackie Slaats reminded the Committee of the transportation policies provided in my.lakeforest. The policies stipulate the requirements to follow when requesting to travel off campus for events. The information contained within these policies will help identify what activities are approved.

Training is provided to new faculty during their orientation on the use of personal and College vehicles. Agnes Stepek will speak with Fran Pease to see what the training covers and then recommend necessary changes if needed.

5. AON Recommendation Updates

Lori Sundberg will work with select campus personnel to address the current recommendations.

III. New Business

A. Accident review (employees and student employees)

Agnes Stepek reported that no faculty or staff injuries have occurred since the prior meeting. However, a student worker experienced a finger injury. While opening the library security gate her finger got pinched between two of the bars. The result of the incident caused the student to black-out and fall to the floor where she may have struck her head. The student was transported to Lake Forest Hospital for further evaluation.

An employee was involved in two vehicle accidents which raised a question of what action should be taken with persons responsible for damaging College property. Lori Sundberg suggested developing a policy to retrain persons after any incident and/or to provide a temporary suspension of driving privileges after three occurrences.

Jackie Slaats suggested that fault must be factored into any decision and recommended checking how other universities address repeat offenders. Andrew Pollom suggested

developing criteria and making it part of the training process. A suggestion was made to notify Facman if any driver's privileges are suspended. A procedure will be developed and shared with the Committee.

To help identify repeat offenders Wendy Ohman could be asked to make notification. Updates to retraining requirements will be provided to Stacy Oliver to add to the student and employee handbooks.

B. Review findings from inspections

Building sprinkler system inspections continue to be completed each quarter.

Lab inspections will be performed in June.

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 this summer.

D. Safety policy creation, evaluation, updates

The Chemical Hygiene Plan was reviewed and updated.

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

E. Other business

Rick Cohen asked the Committee for their support regarding adding stop signs on campus. The current practices of adding speed bumps and limiting traffic speed to 15 mph needs to be supplemented with stop signs at the Harlan/Blackstone crosswalk and near campus circle. A concern was raised over the crosswalk location as cars may back-up on Sheridan Road. Rick believes the location of the sign would allow three cars to pull safely onto Middle campus and back-ups would be limited.

Andrew Pollom suggested Rick Cohen take the issue to Student Government and have them champion the issue. Rick indicated he would rather have the support of the Committee to move forward with the sign placement. The Committee was in agreement.

The 2016 OSHA 300 Log of Accidents and Injuries was completed and submitted to the DOL. Lake Forest College was selected to maintain and submit this information.

A Safety Committee meeting will take place during the summer months.

Chemical disposal will be coordinated for June or July.

F. Action items

1. Emergency light inspection

2. Repeat offender driving policy
3. AON recommendation compliance
4. Approved driver list – modify and make available on a shared drive.

III. Next Meeting

Date to be determined

Meeting adjourned: 5:02 pm