LAKE FOREST COLLEGE

SAFETY COMMITTEE MEETING MINUTES

Date: 3-27-14

Attendees: Jackie Slaats, Rick Cohen, Nathan Mueggenburg, Golz, Nick Schmitt, Dave Siebert, Agnes Stepek Bob Boutin

Start time: 4:05 pm

I. Unfinished Business

1. **Reports**

Ice Rink – Dave Siebert met with the Lake Forest Fire Department to establish when the fire department would be notified of an ammonia release. The level of ammonia concentrations that are considered harmful vary depending on different organizations. OSHA specifies that a Time Weighted Average (TWA) for an eight hour exposure is 35 milligrams per cubic meter (mg/m3) or 50 parts per million (ppm) while the American Conference of Governmental Industrial Hygienists (ACGIH) identifies different mg/m3 and ppm and also identifies short term exposure limits (15 minutes) before a person is harmed. Since there is no clearly defined single answer Dave will work with Siemens to set alarm levels.

Dave continues to work on the Ammonia Release Plan.

Farwell Field netting – Jackie Slaats reported that the netting options are still being evaluated for Farwell Field. Jackie also reported that the Athletics Department was able to obtain an electric pool lift. The lift is on wheels and can be moved as needed to different parts of the pool to assist persons in need. Training has been provided to lifeguards and facility personnel. Jackie was reminded to document all training. Rick Cohen suggested posting the instructions in the pool area or on the lift itself.

Rick Cohen discussed the pedestrian traffic suggestions he submitted at the prior Safety Committee meeting. Rick was not sure where the proposal was in the approval process but Dave Siebert reported that it was given a place holder on the capitol budget.

Bob Boutin reported that he had received information from EIIA at the request of Leslie Chapman regarding the purpose and function of a safety committee. Bob briefly reviewed the information with those present and agreed to distribute a list of the committees function prior to the next meeting.

Dave Siebert presented a list of recommendations generated by AON and recommended that the content of this list and future inspection findings be a topic of conversation at committee meetings. The committee could help report on the status of recommendations to help verify which have been completed and what progress has been made on open issues.

Jackie Slaats recommended that the committee prioritize their safety issues and present a list to Leslie Chapman to help make sure these issues are addressed and that financing be set aside as needed. The committee members agreed and Bob Boutin will address this issue from here forward.

* 1. New Business

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

Two employee injuries have been experienced since the previous committee meeting. Once Public Safety Officer experienced frost bite (no lost time) and one LIT employee slipped on ice. The LIT employee’s injury resulted in surgery and rehabilitation that is on-going.

One general liability claim was submitted for an employee who slipped on ice when leaving her apartment on south campus. A student injury experienced at the crosswalk on Sheridan Road had been experienced when the student was struck by a passing motorist. The student was transported by ambulance to Lake Forest Hospital and is recovering from her injuries.

Agnes Stepek provided a summary of closed claims from the 2013 policy period.

Dave Siebert reported that after the incident at the crosswalk he was approached by President Schutt regarding lighting in this area. Dave indicated that the two existing lights had been installed a few years ago by the City of Lake Forest and that he will look into additional lighting options. A concern about additional lights was discussed as the area along Sheridan Road is dark until you reach the crosswalk and that the lights may be a distraction for drivers. The possibility of adding an overhead light that accentuated the area without affecting drivers may be considered. Dave also suggested adding additional signs on each side of the street to help remind students of the danger.

The existing crosswalk flashing signs and road markers will remain blinking until weather conditions change and allow access to the underground pipe. There is likely damage to one of the wires in the pipe and until the pipe can be accessed no repair work can be completed. Jackie Slaats recommended adding temporary controls when and if the flashing lights are disabled to which Dave Siebert agreed to look into options.

**B. Review findings from inspections**

Tabled for future discussion

**C. Employee education and training**

Bob Boutin has identified which safety programs require annual refresher training. These will be shared with Facman and a training schedule will be determined.

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

The Chemical Hygiene Plan was updated and will be posted on the College website. Bob Boutin will share the Chemical Hygiene Training program with Nick Schmitt of Aramark and have him complete the training for his employees who work in areas where exposure to laboratory chemicals is present.

Bob Boutin will work with the science department chairs to have them distribute the Chemical Hygiene Plan to the faculty members in their departments. The faculty members will be asked to review the Plan to assure they follow the College requirements.

1. **Other business**

Apartment and resident life fire drills were completed.

Tier II reports were completed and submitted.

Jackie Slaats was asked about the power point presentation received from EIIA regarding the hiring of motor coach firms. Jackie indicated that she reviewed the program and was pleased to report that Athletics was fulfilling the requirements for hiring requirements. Bob Boutin will run BASIC’s and SAFER scores on the company used by LFC and report the findings to Jackie.

Nathan Mueggenburg reported that he successfully completed disposal of some radioactive materials no longer needed by the College.

Rick Cohen reported that the City of Lake Forest Police and Fire Departments were relocating their dispatch services to the City of Glenview. The transfer is likely to occur after the 2014 fall semester and will require a third party vendor to monitor alarms from Lake Forest College at an additional cost. Rick has a call into the Glenview Commander to see if the Public Safety Department can be recognized as an authorized entity and enabled to make direct contact with the Glenview Dispatcher service.

IV. Next Meeting

Date to be determined

Meeting adjourned: 5:00 pm