LAKE FOREST COLLEGE

SAFETY COMMITTEE MEETING MINUTES

Date: 4-29-15

Attendees: Jackie Slaats, Rick Cohen, Agnes Stepek, Davis Schneiderman Tracy Taylor, Dr. Bill Martin, Andrew Pollum, Bob Boutin, Bill Rudersdorf EIIA

Start time: 4:05 pm

Introduced Bill Rudersdorf Director of Risk Management EIIA who explained how LFC is part of a consortium for insurance coverage. Bill provided advice on establishing goals for the Safety Committee and using the committee to review auto liability, worker’s compensation and general liability exposures.

Bill identified resources such as Emergency Response and Business Continuity planning that is provided at no cost from EIIA.

I. Unfinished Business

1. **Reports**

 Vehicle Safety Program

* + - 1. Program Content – Bob Boutin will update the program and distribute to committee members for continued evaluation. Bill Rudersdorf suggested providing a statement about driving in adverse weather conditions and updating the MVR review criteria.

Rick Cohen recommended placing signs on vehicles regarding no smoking within the vehicle and no use of cell phone by the driver when driving.

Jackie Slaats indicated that varsity sport teams require faculty and staff to be present during trips but club sports have no such representation. Bob Boutin will identify if this arrangement is an acceptable practice.

* + - 1. Cell Phone Policy – Bob Boutin found the former policy provided by Facilities Management to approved drivers. The policy was reviewed by the committee and suggestions were made to further enhance the program. The policy will be amended and added to the Vehicle Safety Program.
1. New Business
2. **Accident Review (employees and student employees)**

Agnes Stepek reported that no losses have been experienced since the prior committee meeting.

**B. Review findings from inspections**

Bob Boutin was contacted by Allen Olson of Visual Communications regarding a safety notice received pertaining to the paper cutter used by VisCom. The Product Safety Bulletin identified a 4-way directional control valve used in older Diamond Cuter (model 305) machines that have exceeded their useful life. Allen reviewed the cutter in VisCom and identified that the model number in this machine did not match up to those identified in the safety bulletin. Allen tried to contact the manufacturer, Parker Valves but received no response. Bob will work with Al to determine if any additional action is required.

Campus Elevators - Bob Boutin discussed the inconsistency of messages, difficulty in communicating with occupants and dropped calls received by Public Safety from campus elevators. The topic was tabled and will be discussed with Facman.

**C. Employee education and training**

No report

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

Golf Carts – Golf cart safety and the current cart safety policy and enforcement were discussed. Outside groups provide their own carts and must agree to abide with LFC’s written policy while campus personnel must complete on-line training. The golf cart safety practice applied by Lake Forest personnel is questionable. Jackie Slaats recommended asking personnel if they are using the policy annually or during each semester.

The question arose regarding employee negligence while operating a golf cart. Agnes Stepek indicated that any accident involving a golf cart would be investigated by Public Safety and any incident resulting in a claim would pass through the Business Office Bill Rudersdorf informed the committee members that costs associated with golf cart accidents is not covered under our auto policy and that the cost may be an out-of-pocket expense. A suggestion was made to establish greater enforcement of the policy and to require follow-up action for all violations.

Jackie Slaats recommended that an annual reminder of the cart safety requirements be given to departments and that specific groups such as Alumni Development are approached prior to homecoming or other times when increased golf cart use is experienced. The conversation would serve as a reminder of the policy intent and content.

It was suggested that the policy could be discussed during new employee orientation and Agnes Stepek recommended adding the policy to department forms to help increase awareness of this safety requirement.

Jackie Slaats reminded the committee that the current policy requires departments to maintain training documents. Jackie suggested that a better option would be to require the signed training forms be given to Bob Boutin who could track persons who have been approved to operate golf carts.

Rick Cohen recommended having the training document placed into the employee’s personnel file and that student drivers provide the document to Residence life.

Andrew Pollom mentioned the use of golf carts on public sidewalks, specifically near Rosemary House, creates a concern due to the limited space. The area is used primarily by pedestrians and when a cart is driven on the sidewalk it creates additional hazards. Andrew recommended that cart operators be provided a list of hazardous areas on campus where increased attention should be taken when driving. Bob Boutin will develop a list and discuss it at the next committee meeting.

Hazard Communication – Bob Boutin reported that the LFC Hazard Communication program was updated to comply with current standards. There are additional rule changes that occur in December, 2015 and June, 2016. The appropriate departments will be notified of these changes and what action will be required to maintain compliance.

1. **Other business**

Chemical disposal will occur this summer. Bob Boutin notified the appropriate departments with annual disposal requirements and asked them to provide inventories by June 1, 2015. When all inventories are collected they will be consolidated and distributed to disposal companies to obtain quotes.

Rick Cohen mentioned that each residence building has a fire drill conducted during the fall and spring semesters. Bill Rudersdorf questioned if academic or administrative drills have been completed? Bob Boutin mentioned that it is very difficult to conduct the drills due to faculty concerns with disruptions to their academic courses. Bill recommended that every building be tested at least annually.

Andrew Pollum mentioned that new washers and dryers were to be installed in residence halls during the upcoming summer. A question pertaining to lint cleaning and equipment maintenance was raised to which Andrew indicated that the Mack Gray company will be servicing equipment each semester.

IV. Next Meeting

Date to be determined

Meeting adjourned: 5:05 pm