LAKE FOREST COLLEGE

SAFETY COMMITTEE MEETING MINUTES

Date: 5-11-16

Attendees: Jackie Slaats, Rick Cohen, Mike Kash, Dave Siebert, Lori Sundberg, Agnes Stepek, Bob Boutin, Davis Schneiderman

Start time: 4:07 pm

I. Unfinished Business

1. **Reports**

Bob Boutin reported that responses for the recommendations generated from prior insurance inspections will be submitted to Lori Sundberg for review. Of the 23 recommendations 13 have been completed, eight were in progress and two remain open.

1. **Review of prior Action Items**
2. Middle Campus Parking and Pedestrian Traffic Pattern – Lori Sundberg reported that the proposal was reviewed but placed on hold. Davis Schneiderman reported that the College was looking at different projects in this area and that President Schutt would like to funds these projects first.
3. Email and website options for the safety committee were addressed by Bob Boutin who is working with Tonja Brice to establish a means to enhance the visibility of the committee.
4. Biology Freezer – Beth Herbert notified Bob Boutin that the Biology Department would complete a vulnerability assessment to verify that biological samples and lab-made reagents are properly protected. Bob will remain in contact with Beth to determine if she needs any assistance. The final decision will be presented to the Safety Committee for review.
5. Building by building health and safety requirements – Bob Boutin reported that he will meet with Brian Healy to discuss how to develop and implement these policies.
6. Drug Testing – Bob Boutin reported that he was having difficulty finding an accredited testing facility that can meet the needs of Lake Forest College as the facilities are typically not open after normal business hours. Rick Cohen suggested looking at Concentra as well as local hospital emergency rooms to see if they are capable of performing the required testing.
   1. New Business
7. **Accident Review (employees and student employees)**

Agnes Stepek reported that one incident related to a student’s grandparent occurred. The individual was injured at a tennis match when his foot caught on a bleacher causing him to fall.

The claim related to the subcontracted employee who fell from the roof remains open. Dave Siebert reported that the college had obtained a certificate of insurance from the contractor but later found out that the policy was fraudulent. Lori Sundberg indicated that new procedures have been implemented to avoid future incidents.

**B. Review findings from inspections**

Laboratory inspections were completed with findings provided to the department chairs as well as facilities management.

Barb Sesterhenn has identified a free chemical inventory system to replace the current system used by the College. The program, Quartzy will enable the science departments to more accurately track the chemicals held in their departments. Bob Boutin will work with Barb and report the findings at a future meeting.

**C. Employee education and training**

Golf Cart Training – Mailroom personnel have been signing up and completing the cart operator training requirements. Personnel from Athletics had signed up in April but few had followed through with the process. Bob Boutin will remain in contact with Michael Raymond and Ashley Wanland regarding these applicants. Operators are required to complete an on-line test, have their MVR approved and to read and sign the cart operator agreement form. Once all is completed they will be issued a license.

Zamboni operator training- Bob will work with Anthony Triplett and Brian Bruha to formalize operator training requirements.

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

The Chemical Hygiene Committee was notified of the annual update. The notification identified that no changes were implemented by OSHA so the committee agreed to submit the updated program without meeting. The plan will be uploaded onto the college website.

Required updates to campus safety programs will be completed as necessary.

1. **Other business**

AED Inspections-Quarterly inspections are being completed and documented by Bob Boutin for Public Safety and by Brian Bruha and Mike Gilboe for Athletics.

Building sprinkler inspections – Documented quarterly inspections are being completed for all campus buildings protected by sprinkler protection.

Bleachers – An inspection of the bleacher reported to have been involved with the recent injury was completed. The bleacher was found in relatively good condition. Jackie Slaats indicated that all portable bleachers are checked when moved. The need for a formal inspection protocol will be evaluated and implemented if necessary.

Bus breakdown – During spring break a trip to Nebraska was completed by Environmental Studies. The trip required two vehicles to accommodate the number of persons traveling on behalf of Lake Forest College. During the trip one of the vehicles encountered mechanical problems and personnel failed to follow established rules that are part of the rental agreement. The incident occurred on a Sunday so a call was placed to Public Safety. The Public Safety dispatcher believed the call was for notification only as the caller stated he had contacted personnel with Facilities Management. While the situation was corrected areas of improvement were identified on how to better handle a future incident.

Lori Sundberg suggested that an internal policy be developed and provided to personnel on action to be taken, including providing these in the vehicles to help reduce confusion. Rick Cohen indicated that he would put procedures in place to help dispatchers including contacting the highway patrol in the state in which the breakdown occurs. Jackie Slaats indicated that teams experiencing this type of problem have contacted her or other athletics personnel in the past but agreed that contacting the police was a good idea.

Insurance Inspection – Through the efforts of Wendy Ohman a visit will be completed on October 18, 2016 by personnel from EIIA and our insurance carrier. The visit will inspect buildings and speak with selected personnel from various campus departments.

Moore Windows – There have been incidents with windows falling from sashes in Moore Hall. The window frames are failing causing the windows to fall into the room. Dave Siebert indicated that the windows chosen for Moore weren’t designed for the intended use and that problems will persist until the windows are replaced.

Campus Circle Speed Bumps – Agnes Stepek reported that concerns from campus circle residents have been received regarding vehicles speeding through this area. Agnes questioned if speed bumps could be added to help alleviate the problem. Jackie Slaats suggested that a plan be developed to include speed bumps to designated areas on campus. Rick Cohen agreed to develop this plan and present for approval.

EIIA Contract Review – Agnes wished to remind the committee that a free contract review service is provided by EIIA. Dave Siebert informed the committee that he had used the service in the past and would use the service if he felt it was necessary. The service appears to focus on insurance related issues as opposed to a legal review. Lori Sundberg recommended considering the service as having different people look at agreements with a different point of view was advantageous to the college.

Johnson Renovation - Dave Siebert indicated that the renovations to Johnson will begin this coming July. The project will start with the demolition and excavation of Johnson C, which will impact middle campus pedestrian and vehicle traffic as well as parking. Rick Cohen spoke with TR Bell about the summer conferences drop off and pickup requirements. An agreement was reached to help alleviate traffic in the construction zone.

Dave Siebert reported that a construction entrance has been proposed to the City of Lake Forest. The temporary entrance would allow trucks to enter off of Sheridan Road. The proposal has yet to be approved but would direct construction traffic behind Patterson towards the project. Rick Cohen asked if a gate could be installed at this entrance to help control traffic, especially during the fall semester athletic events. Dave responded that means will be taken to control this entry.

The construction project will have an impact on the number of available parking spaces. Dave Siebert indicated that a temporary lot will be developed. Jackie Slaats questioned if fewer permits could be issued to which Rick Cohen responded that he will review possible options this summer. To help reduce congestion Dave will require contractor personnel to park off campus.

Sidewalk – Jackie Slaats questioned if the sidewalk behind the Public Safety Center could be extended to the parking lot. Rick Cohen recommended extending the sidewalk but then turning it north to attach to the existing sidewalk to the front of Public Safety. Jackie believed that taking it to the parking lot was sufficient as long as a striped walkway was added to prevent vehicles from parking in front of the sidewalk.

1. **Action Items**
   * + 1. Biology freezer
       2. Building by building health and safety requirements
       3. Drug testing
       4. Moore Windows
       5. Vehicle breakdown requirements

III. Next Meeting

Date to be determined

Meeting adjourned: 5:15 pm