LAKE FOREST COLLEGE

SAFETY COMMITTEE MEETING MINUTES

Date: 2-9-17

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

Start time: 4:05 pm

I. Unfinished Business

1. **Reports**

The AON Inspection was completed on December 6, 2016. The loss control inspector removed 12 completed recommendations, resubmitted ten open recommendations and generated 13 new recommendations. Lori Sundberg reviewed the results of the insurance visit and is in discussion with various departments to address the recommendations.

Lori acknowledged that one of the new recommendations pertained to the College’s business continuity plan. Rick Cohen believes the College has good continuity planning but that it should be narrowed down to specific departments. Rick has experience with planning and will provide templates to Lori to help with this process. Andrew Pollom acknowledged that the Residence Life Department has a plan in place and Dave Siebert identified that Facman has developed procedures to address previously experienced situations such as flooding in residence halls. Lori Sundberg will work with this information to address the recommendation.

Dave Siebert confirmed that the residence hall dryer vents are serviced on an annual basis. Brian Bruha stated that annual cleaning of the Athletic Department dryer vents have been coordinated with the service hired by Facman.

Rick Cohen identified that there is no update for the middle campus parking and pedestrian traffic topic. Rick also discussed the changes implemented at the Sheridan Road crosswalk. There is now better illumination in this area, which not only improves student visibility but also helps to reduce the blinding effect from the yellow flashing lights. Rick will speak with The City of Lake Forest to determine if the old ground mounted flashing lights can be replaced with reflectors.

Email and website options to promote the Safety Committee were discussed. Lori Sundberg suggested Liz Libby be contacted to see if the weekly news she distributes might provide the opportunity being sought.

1. **Review action items**

Establishing health/safety teams in individual buildings remains an open suggestion. To help move this idea forward it was suggested that teams be created in specific buildings to determine if the idea has merit. The buildings under consideration include Johnson and Hixon.

A drug and alcohol testing policy was established by Agnes Stepek and provided to Kelly Matuszewski in the Gates Center for review. Kelly was also provided hospital and clinic names, phone numbers and addresses that can handle the testing process.

Problems with the safe operation of golf carts were still being seen prior to this winter. To help address these issues and to increase persons going through training, Public Safety Officers will be asked to address problems and to obtain the driver’s information.

* 1. New Business

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

Agnes Stepek reported that no new claims have been submitted since the prior meeting and that the College was removed from the General Liability claim submitted by the roofer injured on campus. Lori Sundberg will speak with the insurance carrier to try and obtain a reduction in our premium now that the College has been removed from any future judgements.

Brian Bruha stated that a hockey coach from a visiting team was struck in the face by a hockey puck. The coach was treated and no claim is anticipated.

Agnes Stepek shared a phone conversation she had with the parents of a student injured on campus. The injured student was carrying a laundry basket when she slipped on the recently mopped stairs and her parents asked that Wet Floor signs be used so as to prevent a repeat occurrence. Andrew Pollom suggested that the student may have missed the signs, as in his opinion Aramark does a good job with placing the signs whenever mopping.

Agnes Stepek indicated that the family experienced a substantial expense due to the student being treated at an out-of-network provider. She questioned how the College deals with student injuries and if there were any other options than taking a student to an emergency room. Rick Cohen responded that treatment options provided during the day are not available after hours. The Student Health Center and Lake Forest Hospital are the first options during normal working hours, but the Lake Forest Hospital Emergency Room is the only choice at night. Rick also stated that Public Safety Officers will evaluate each injury to determine severity and provide on-campus treatment options when appropriate. Andrew Pollom discussed how this topic is shared with incoming students during orientation and the options available to avoid out-of-network costs. The topic is also addressed by Jennifer Fast and Lori Sundberg with the parents of new students. Andrew Pollom also reported that Public Safety notifies his department at all times when a student is transported to a hospital. The Residence Life staff will make contact with the student’s parent to notify them of what has transpired. Additional ideas were discussed but were determined to be impractical at this time.

**B. Review findings from inspections**

Inspection of the residence halls found multiple emergency lights burned out or not working properly. A greater frequency of light inspections was recommended. Andrew Pollom indicated that the Residence Life staff could inspect these lights during their spring and fall inspections and Brian Bruha agreed to inspect the lights at the Ice Rink, Halas Hall and the Athletic Center at regular intervals. Information on how to complete the inspection will be provided.

**C. Employee education and training**

An email will be distributed to the science department chairpersons to verify that an annual review of the Chemical Hygiene Plan is completed. Aramark personnel assigned to Johnson will also be instructed to complete this annual training.

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

The Chemical Hygiene Plan will be reviewed and updated in the coming months. A review of applicable OSHA standard will be performed to determine if any changes to the regulation were implemented.

1. **Other business**

Resident hall fire drills were conducted at 9:00 pm instead of the traditional 8:00 pm. Participation at 9:00 pm remained higher than 8:00 pm, so the drill time will remain the same. Andrew Pollom asked if the drills could be broken up more than over two nights to keep the students off balance.

Options to increase student safety awareness for laboratory exposures were shared by Jason Cody. On-line resources are available through Flinn Science and possibly EIIA and United Educators. Information will be shared with Jason to identify the best option for the College. After the meeting Wendy Ohman contacted Professor Cody regarding different options.

The TIER II reports were completed and submitted in compliance with EPA regulations. The OSHA 300A report information was provided to Agnes Stepek and Wendy Ohman for BLS reporting requirements.

A question was raised regarding the use of College vehicles by a volunteer not officially affiliated with the College. Lori Sundberg identified that our insurance only covers a driver if they are either a student, faculty or staff member. Brian Bruha stated that alumni who are approved volunteers have driven college vehicles once they successfully completed a background check. Lori indicated she would speak with the insurance carrier to determine the difference between a volunteer and a volunteer coach/alumni driver.

Rick Cohen stated that the approved driver’s list is posted on the V drive. While this is currently held in Public Safety, and password protected, Rick suggested speaking with Jim Cubit so see how this list could be shared. The list would have to be limited to departments/persons having a purpose to review the information so Jim will be questioned about this as well. After the meeting an email was sent to Jim Cubit who responded… *We’ve discussed this and it would be easy to give other people access to the V drive that has this information. We’d probably move it out of Public Safety so it would be easy to share with others. There’s no real way to mask the personal information, so you’ll have to remove that if you don’t want people to see that.*

*You can notify us (the help desk is fine) of who should have access to the V drive and we can create the necessary permissions so you don’t have to share the password, which isn’t a good idea.*

Dave Siebert brought up an issue experienced in Facman with persons wishing to drive. The term “College business” has been used to differentiate between approved driving purposes and those that are not acceptable. Dave would like clarification as to what defines College business. Lori Sundberg will check and notify Dave.

1. **Action items**
   * + 1. Building by building health and safety requirements
       2. Volunteer drivers
       3. Emergency lights
       4. AON recommendation status
       5. Driver list

III. Next Meeting

Date to be determined

Meeting adjourned: 5:02 pm