LAKE FOREST COLLEGE

SAFETY COMMITTEE MEETING MINUTES

Date: 2-23-15

Attendees: Jackie Slaats, Rick Cohen, Nathan Mueggenburg, Dave Siebert, Agnes Stepek, Lori Sundberg, Richard Pettengill, Tracy Taylor, Dr. Bill Martin, Andrew Pollum, Bob Boutin, Jennifer Fast

Start time: 4:05 pm

I. Unfinished Business

1. **Reports**

Pedestrian Traffic Plan – There was nothing new to report. The project has been added to the capital list.

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

Agnes Stepek reported that one general liability claim was experienced when a volunteer with the theatre fell back stage. No other losses have been experienced since the prior safety committee meeting.

Sports Center laundry equipment – A fire occurred when a clothes dryer failed to shut off properly. A concern over the maintenance and replacement of the equipment was raised and discussed. Jackie Slaats identified that the Sports Center equipment is maintained by an outside service contract. Lori Sundberg questioned if equipment maintenance records were maintained to which Jackie indicated they are by the servicing contractor. Laundry equipment has been kept running as long as possible until it must be replaced. Dave Siebert reported that each department is responsible for budgeting for the service and repair expenses of their equipment and when new equipment is needed it is added to the capital budget list. Lori Sundberg indicated that there are efforts to modify budgeting issues by identifying the life cycle of a piece of equipment.

**B. Review findings from inspections**

Review AON recommendations – AON Insurance completes campus inspections that generate recommendations. AON then works with the insurance broker, Dave Siebert and a risk management consultant to address the findings. Lori Sundberg questioned how identified items are addressed. Dave responded that it depends on the item but that corrective action is taken. Dr. Martin recalled a prior issue pertaining to gas shut-offs in Johnson. Dave Siebert indicated that there is currently one main gas shut off for all of Johnson but that additional valves will be added during the upcoming renovations.

Dr. Martin questioned why safety shower inspection frequency has changed during the past six months. Facilities Management used to provide assistance to Barb Sesterhenn who conducts the inspections and tests. Dr. Martin asked if this service could be re-established to which Dave Siebert responded yes.

Dave Siebert reported that the ice rink is required to have an emergency shower.

**C. Employee education and training**

Bob Boutin provided members a draft version of an updated Fleet Safety Program. Lori Sundberg informed the committee that during the insurance renewal questions were raised regarding the effectiveness of the existing program. Weaknesses were identified and Bob used an EIIA template to address the areas of concern. The policy was reviewed and suggestions were made for improvement. Lori Sundberg requested Bob Boutin provide a revised version to identify the changes and the program discussion was tabled.

Dave Siebert reported that the fleet is comprised of the campus shuttle bus, vehicles used by Public Safety, Facman and the Mailroom along with select personnel operating additional vehicles. Dave will be meeting with a company to discuss the handling of vehicle maintenance and record keeping responsibilities. Lori Sundberg indicated that it is important to have a formal maintenance record policy with documented proof of service provided. Andrew Pollum discussed the Ride Share program and will obtain a copy of the Enterprise maintenance requirements to verify service is performed at designated intervals.

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

Ebola and infectious disease control – Bob Boutin reported that OSHA is looking at developing a regulation to address company requirements for personnel traveling overseas. The regulation would take time to implement so the use of the General Duty Clause could be applied during the interim. Bob questioned if any current policies were in place at Lake Forest. Jackie Slaats responded that the Health Center had updated their information for traveling abroad and Rick Cohen identified that a plan to address this issue was close to being finalized.

1. **Other business**

Fire drills were completed for all campus housing by Public Safety and the Residence Life staff.

AEDs- The campus maintains a number of AED’s and since the last meeting the Athletics Department had to replace the batteries and pads on their equipment. Jackie reported that inspections of their equipment are being completed in accordance with the manufacturer recommendations. Andrew Pollum asked who is used to conduct training to which Jackie responded that each September the Athletics Department hires a company for AED and first aid training. Rick Cohen indicated that Public Safety officers are trained every two years through campus resources. Lori Sundberg asked if RA’s are trained in first aid or AED

Tier II reports – Bob Boutin reported that the annual EPA requirements to submit Tier II reports had been completed. The reports are submitted to the Lake Forest Fire Department and the Lake County LEPC and include information pertaining to the quantity and type of ammonia maintained in the ice rink cooling system.

Jennifer Fast asked about the installation of deadbolt locks and flood lights for Campus Circle housing. Dave Siebert reported that the units will all be equipped with deadbolt locks

Tracy Taylor asked about icy sidewalk conditions between campus and the train station. The poor condition of the walks in Triangle Park has forced persons to walk on the street. Rick Cohen reported that the Founders Circle has discussed this issue and talks with the City identified that they get to Triangle Park when they can but it is not their first priority during heavy snow removal periods. Dave Siebert said conversations with the City had previously occurred about LFC handling the sidewalks but the type of salt the City requires became an issue. Jackie Slaats reported that the issue has been discussed with President Schutt.

Sheridan Road Crosswalk – Rick Cohen reported that existing street lights were modified with shields in the panels to help reduce light directed at drivers with the intent to increase driver’s visibility of the crosswalk. Dave Siebert reported that the lights were extended lover the street to cover more of the crosswalk.

Dave Siebert reported that the pavement lights were no longer working as the underground wiring was broken due to changing weather conditions. The lights were abandoned and new signs with flashing lights were added.

Dave Siebert discussed the capital list of campus projects. The list was broken into five categories using items dating back to 2011. A question was asked how the items are completed to which Dave reported it varies from year-to-year on which ones are selected. Jackie Slaats asked if safety issues can be added to the list. Dave reported that the items over $10,000.00 can be added.

IV. Next Meeting

Date to be determined

Meeting adjourned: 5:10 pm