LAKE FOREST COLLEGE

SAFETY COMMITTEE MEETING MINUTES

Date: 10-28-15

Attendees: Jackie Slaats, Rick Cohen, Mike Kash, Dave Siebert, Agnes Stepek, Lori Sundberg, Tracy Taylor, Dr. Bill Martin, Andrew Pollum, Bob Boutin

Start time: 4:05 pm

I. Unfinished Business

1. **Reports**

Bob Boutin discussed the purpose and objectives of the committee and agreed to distribute the Safety Committee Guidelines to committee members for review. Goals to reduce the frequency and severity of claims, increase employee awareness of health and safety requirements, achieve compliance with carrier recommendations and maintain compliance with state and federal regulations were discussed as continued objectives of the committee.

To document the status of prior health and safety issues Bob Boutin will include Action Items in meeting minutes. The items will list the status of identified suggestions. The items will be reviewed and their status updated during future meetings.

Rick Cohen presented a revised proposal for Middle Campus parking and pedestrian traffic. The proposal establishes defined sidewalks with split rail fencing to direct and separate pedestrian traffic from vehicle traffic. The proposal relocates parking to the ravine side of the road, a move that will maintain two lanes of traffic while increasing the number of available parking spaces. The plan would place permanent speed bumps along the road and require the relocation of the campus shuttle. Modifying this area will also allow for a more formal entrance to the Mohr Student Center.

Andrew Pollum noticed that Rick’s plan relocated the handicap parking spaces to the ravine side, which would require crossing traffic to access buildings. Rick indicated that the placement was necessary to establish the sidewalk and included that the two handicap spaces were placed as close to the ramp as possible.

Tracy Taylor asked if the permanent speed bumps were necessary. Rick indicated the speed bumps provide a physical component that forces drivers to slow down. Rick also suggested that safety and warning signs would be installed to instruct drivers.

Mike Kash asked if two sidewalk entrances to Middle Campus were necessary. Rick responded that the two options allows pedestrians choices and follows the current traffic patterns. Jackie Slaats included that accessing different parts of Middle Campus requires multiple options and that students, faculty and staff will follow the shortest distance. Tracy Taylor added that the ability to stay indoors longer, especially during the winter, is desired and giving persons an option of which entrance to use should be considered.

Lori Sundberg asked if there were any concerns with locating spaces to the edge of the ravine. Rick indicated that wheel stops can be added if necessary for precaution but that cars currently park along the ravine edge.

Andrew Pollum believes that moving the trash dumpsters farther away from the residence hall would cause an increase of garbage being placed in areas other than into the dumpsters.

The discussion was tabled and the proposal will be priced out and presented to the College Council by Dominick Scafidi.

* 1. New Business

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

Agnes Stepek identified that one auto claim, one general liability claim and two worker compensation claims have been submitted since the prior committee meeting. The auto loss was damage to a mailroom van that was struck while parked outside of the student center. The general liability claim was the result of the roofing contractor who was injured after falling from a house on campus circle. The two worker compensation claims included a student worker injured while helping Facman remove a goal post and a coach who was struck in the face by a football player’s helmet.

Bob Boutin presented a spreadsheet of losses for workers compensation, general liability and automobile claims experienced at Lake Forest College between 2005 and 2015. The attached summary identifies the largest claims; total incurred losses and the frequency trends for each line of coverage. The information will assist with establishing goals and as a means to evaluate the effectiveness of future safety efforts.

Prior losses have been impacted by the failure to collect and verify the receipt of certificates of insurance from subcontractors and from obtaining signed waivers from volunteers. Agnes Stepek reported that the loss experienced by the play volunteer occurred before anyone verified if a waiver was signed, a policy which has been amended and corrected.

Jackie Slaats requires a waiver be signed by all volunteers in Athletics and she provides a list of names to Agnes for review. Lori Sundberg was not sure if all departments know about this requirement to which Andrew Pollum recommended adding it to the on-board training while Tracy Taylor suggested discussing the issue at department staff meetings.

To help promote the use of waivers it was suggested that it should apply to anyone who has a relationship with the college and that a reminder must be sent to appropriate personnel. Agnes Stepek will distribute an email and work with Bob Boutin to establish the means to promote this policy.

To address auto claims Bob Boutin will require anyone involved in an “at fault” auto accident to retake on-line training before they are allowed to continue driving on behalf of LFC. Bob will monitor the training and work with Facilities Management to limit these drivers from driving for college related activities.

**B. Review findings from inspections**

Bob Boutin will address the open recommendations generated by AON during prior insurance inspections. There are 19 open recommendations dating back to 2006/2007 to which AON requires status notification. Bob will speak with the departments issued recommendations to determine what action has been taken and to provide his findings to Lori Sundberg.

The parking area outside of the mailroom was inspected at the request of Donald Stanley. Donald requested assistance after a mail van was struck and damaged for the fourth time in two or three years. The inspection identified weaknesses that presented exposures to the vans as well as an improperly placed handicap parking spot. The proposed change (see attachment) was reviewed by the committee, agreed upon and presented to Dave Siebert for implementation.

**C. Employee education and training**

Bob Boutin reported that he is working on means to help campus personnel understand the existence of the safety committee as well as the committee’s function. Bob is working on the creation of a designated Safety Committee email address for persons to email their safety questions or concerns. Bob also spoke with Tonja Brice on developing a safety website to consolidate safety policies, procedures into one location. Tonja indicated that using my.lakeforest is the best option for posting information of this nature. Andrew Pollum mentioned that you have to be registered to use my.lakeforest and that summer camps will be unable to log-in. Rick Cohen suggested an external page for safety items. Bob will look into the best option and report on what was decided at the next meeting.

Jackie Slaats recommended sending an email to faculty and staff members prior to committee meetings. The email would request personnel to submit safety concerns or questions they would like discussed.

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

The use of golf carts by campus personnel who have not completed training or signed the Cart Operating Policies and Procedures remains an on-going problem. Prior efforts to address safe operation have helped but modifications are necessary to assure all operators have participated in the training and understand the safety requirements. Jackie Slaats recommended that the application process be modified to have the Safety Coordinator handle the approval and training process. Agnes Stepek indicated that she will assist with these efforts by generating a list of applicants who were assigned but have yet to complete the training. Agnes will forward this information to Bob Boutin.

1. **Other business**

Fire drills were completed in September for all campus housing. Public Safety personnel and the Residence Life staff conducted the drills.

The cleaning of laundry room dryer ducts in residence halls was discussed. The ductwork is to be cleaned at regular intervals but there has been confusion as to who was performing this service. The decision was made that future cleaning will be scheduled by Facilities Management.

Karla Finley and the Art Department requested assistance with the photo labs silver recovery equipment. The existing equipment consisted of a bucket drainage and filtration process into which used developer was poured. This equipment had reached the end of its’ useful life so Bob Boutin contacted the equipment manufacturer. Bob learned that the filter bucket could be returned at no cost and that the manufacturer would properly dispose of the contents. This information was forwarded to the Art Department so they could coordinate the disposal.

The question of how to dispose of used developer remained a concern. Bob suggested using the silver recovery equipment previously provided to the Art Department as well as an identical device obtained from VisCom. Dave Siebert questioned if pouring the processed developer down the drain was safe wondering if the other chemicals, such as cyanide, were a concern. Dr. Martin suggested that today’s developers no longer contained harmful ingredients.

Rick Cohen questioned who should pay for replacement pads and batteries for the AEDs that were provided to Public Safety. Adult and children pads must be replaced every two years while the battery must be replaced every five years. Lori Sundberg informed Rick to get pricing and to send the information to her. Jackie Slaats discussed how Michael Gilboe had replaced the same equipment for Athletics within the last year and that he might have contact information. Jackie also discussed a contract agreement proposal provide to Mike but wasn’t sure if it was ever signed. Bob Boutin agreed to work with Mike to identify the suppliers he used as well as the status of AED’s held by Athletics.

Andrew Pollum questioned if an AED remained on North Campus. Andrew was informed that the device had been removed and relocated when the exercise room in the basement of Deerpath had been closed.

Tracy Taylor questioned if a change to the key checkout process could be implemented for students using Durand Art Institute after normal business hours. Students have complained that the location of Public Safety places additional burdens on them for checking out and returning keys. Rick Cohen indicated that the check-out process is up to the Arts Department and that he is open to their recommendations. Lori Sundberg asked if a key box could be placed at Durand for students to drop keys when they were finished using the art studios. Rick responded that there are instances where more than one student will need a key in a given evening and that the current practice allows for this to occur. Dave Siebert suggested adding a door lock with a code for designated rooms used by students. Rick indicated that this would enable students to access the rooms but they would still need the key to access the building. Tracy will work with her department to determine if a better option is available.

Jackie Slaats questioned if exterior lighting could be turned on earlier in the day now that it is getting dark earlier. Dave Siebert responded that the lights are on timers, which are adjusted at the end of day light savings time. Dave recognized that adjusting the timers can be completed to accommodate to the current conditions.

1. **Action Items**
   * + 1. Ice Rink - emergency shower (Siebert)
       2. AON recommendation – (Boutin)
       3. Facman working with Science departments for eyewash and shower inspections
       4. Residence Life resident halls laundry service
       5. Waivers (Stepek)
       6. Mail room parking (Siebert)
       7. Golf cart training (Boutin)
       8. Safety Committee Guidelines (Boutin)
       9. Email and website options for the safety committee (Boutin)

IV. Next Meeting

Date to be determined

Meeting adjourned: 5:15 pm

Attachments: Summary of Losses

Recommended parking arrangement by the mail room

**Summary of Losses**

Total incurred losses 2005 to 2015 $731,384.00

Largest Claims: General Liability $259,577.00 Student’s mother trip in ice rink lot

Worker Compensation $137,804.00 Facman employee shoulder injury

Auto $ 4,243.00 Struck stationary object

Total losses

General Liability 13 $283,956.00

Worker Compensation 66 $390,537.00

Auto 48 $ 56,891.00

Frequency Trends

General Liability # of occurrences

* Trip 4
* Struck by vehicle 2

Worker Compensation # of occurrences

* Slip, trip and fall 15
* Back injury 5
* Laceration 9
* Struck by, struck against 9

Auto # of occurrences

* Backing 9
* Struck other vehicle 10
* Striking an object 8
* Vandalism 5
* Damage to vehicle 8

Recommendations:

GL – Volunteer in a play tripped in 2013 $3,653.00. Signed waiver required?

General Contractor controls, responsibilities, site inspections

WC – Inspection, correction, training

AL - Retraining

Suspension for repeat offenders

