

LAKE FOREST COLLEGE
SAFETY COMMITTEE MEETING MINUTES

Date: February 13, 2019

Attendees: Rick Cohen, Wendy Ohman, Adam Cortright, Scott Schappe, Mike Kash, Paul Gladden, Richard Pettengill, Jackie Slaats, Agnes Stepek, Mary Grigar

Start Time: 4:05 pm

Unfinished Business

Reports

None

Action Items

Rave

No updates but the system was used frequently during the recent Polar Vortex. Agnes Stepek reported that not everyone received alerts. Wendy Ohman reported that Susan Morris might be managing the system but Jackie Slaats noted that Andrea Connor was sending out the information. Those not receiving the information need to update their contact information in ADP. Agnes indicated she would send out a message to have people check their information and to make necessary updates.

Drone Policy

Wendy Ohman reported that the policy has been completed and was presented to Irene Ratliff and Mathew Baltimore. The policy was reviewed and will be forwarded to Phil Hood who will present it to the Senior Staff.

All requests for drone use will go through the Marketing Department.

New Business

Accident Review

Agnes Stepek reported that since our last meeting one staff member had lacerated their finger on cardboard and another employee tripped on the stairs at the Chapel. Neither incident resulted in a loss time injury.

Adam Cortright reported that an employee of Mariani slipped and fell. The contractor has submitted an insurance certificate naming the College as an additionally named insured. The injury will be covered by the contractors insurance.

Adam Cortright indicated that between 10 and 15 buildings on campus were impacted by the Polar Vortex. The issues relate to plumbing, electrical and heating. The incidents will be evaluated to develop an after action report to identify areas where improvements can be applied. Wendy

Ohman stated that she would work with Donna Palmieri in FacMan to develop the information to be submitted to the insurance carrier.

Inspection Findings

All buildings were inspected during winter break. Multiple emergency lights in every building were found needing repairs. The list was sent to FacMan who addressed each light.

The emergency light identification project has to be restarted after a computer crash was experienced.

Sprinkler system inspections continue to be inspected each quarter.

Public Safety AED's are undergoing quarterly documented inspections and testing.

Employee Education and Training

Bloodborne Pathogen training was completed by all new RA's and RD's.

Agnes Stepek uses EverFi to assign Bloodborne Pathogen training to designated employees who have an exposure to blood and bodily fluids including personnel in Athletics, Public Safety and Facilities Management.

Everfi provides a variety of courses that are available to employees of the College. Agnes will distribute a list of these courses to faculty and staff with instructions. The courses are assigned through Agnes so she will work with the departments to promote training.

Safety Policy Creation or Updates

No new policies have been created and no OSHA requirements have been modified to require changes to existing policies.

Other Business

Alcohol service issues have been discussed with members of the Gates Center, Parkhurst, Public Safety and other designated departments/personnel. The policy regarding acceptable forms of identification, means to identify person's ages, compliance with City, State and Federal laws is being reviewed and will be discussed with senior management.

End Time 5:05 pm

Next meeting date TBD