LAKE FOREST COLLEGE

SAFETY COMMITTEE MEETING MINUTES

Date: 10-22-14

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

Start time: 4:00 pm

I. Unfinished Business

1. **Reports**

Ice Rink – Dave Siebert reported that the ammonia detection system is designed to notify heating plant personnel in the event of a leak. These employees have been trained on their response and notification requirements. During this semester two separate incidents were identified and appropriate action was taken to address the alarms. Rick Cohen will review the Public Safety Emergency Response Plan to verify it reflects the current system requirements.

Rick Cohen discussed the pedestrian traffic suggestions submitted at the prior meeting. Rick summarized his proposal, which primarily focused on the safe movement of persons by directing them to use dedicated paths and avoid walking on roadways. Lori questioned if the proposal had been priced out. Dave Siebert indicated that it had been priced out but was not added to the capital list.

Farwell Field netting – Jackie Slaats reported that the netting remains on the capital budget list for consideration.

* 1. New Business

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

Two employee injuries have been experienced since the previous committee meeting. One Public Safety Officer experienced frost bite (no lost time) and one LIT employee slipped on ice. The LIT employee’s injury resulted in surgery and on-going rehabilitation.

Agnes Stepek provided a summary of closed claims from the 2013 policy period. A total of five worker compensation claims have been experienced during the current policy period of which four have been closed and one remains open.

One general liability claim was submitted for an employee who slipped on ice when leaving her apartment on south campus.

A student injury was experienced at the Sheridan Road crosswalk when she was struck by a passing motorist. The student was transported by ambulance to Lake Forest Hospital and is recovering from her injuries.

Dave Siebert reported that President Schutt approached him regarding the crosswalk lighting. Dave indicated that the two existing lights had been installed by the City of Lake Forest and that he will look into additional lighting options. Committee members raised a concern about additional lights as the area along Sheridan Road is dark until you reach the crosswalk. The possibility of adding an overhead light that accentuated the area may be considered. In addition to lights Dave suggested adding more signs on each side of the street to help remind students of the crosswalk exposure and that he could speak with the City of Lake Forest to determine if they had any suggestions.

Currently, the existing crosswalk signs and road markers will remain blinking until weather conditions change and allow access to the underground pipe. There is likely damage to one of the wires in the pipe and until the pipe can be accessed no repair work can be completed. Jackie Slaats recommended adding temporary controls when and if the flashing lights are disabled to which Dave Siebert agreed to look into options.

Richard Pettengill reported difficulty in seeing students due to the low illumination leading up the crosswalk. Dave Seibert responded that the City of Lake Forest removed a light and added an overhead light. The effect created more light at the crosswalk but drivers would approach the area out of almost complete darkness. Adding more lights may be worse so advanced or more efficient products should be considered. Davis Schneiderman raised concern that the new lights only made the sidewalk darker plunging it into shadows beyond the crosswalk.

Andrew Pollum suggested low voltage trail lights might provide additional lighting while Rick Cohen stated it was difficult to educate the campus community as well as Lake Forest Residents of the hazards near the crosswalk. Students do not pay attention to traffic at all times and assumptions are made that traffic will both see pedestrians and stop to allow safe movement.

A discussion identified that faculty and staff members are not always certain when to report employee or student incidents to the business office or what forms are required when an incident is experienced. Agnes Stepek reported that the forms are on the college webpage. Lori Sundberg asked if individual department have their own forms to which Jackie Slaats and Dr. Martin both reported yes.

Andrew Pollum was not aware of what was to be reported. Dave Siebert recommended that anything that could result in an insurance claim should be reported to the Business Office. An incident report protocol may help faculty and staff understand who to call first and where to locate report forms on the webpage. Placing the document(s) on the V drive or creating a Safety Committee page that contains the forms in one place could be useful alternatives to having to track information through different area of the college website. Further discussion will take place at a future committee meeting.

**B. Review findings from inspections**

Bob Boutin reported a trip and fall exposure that exists on south campus by Gregory Hall. The asphalt path has broken apart and two sizable ¾” deep holes exist. Dave Siebert indicated that a survey of the walking paths has been completed and a plan is in place to work on the worst areas first. Asphalt replacement is a budget issue so the plan will be implemented when funding is made available.

**C. Employee education and training**

Bob Boutin has identified which safety programs require annual refresher training. These will be shared with Facman and a training schedule will be determined.

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

The Chemical Hygiene Plan was updated and will be posted on the College website. Bob Boutin will share the Chemical Hygiene Training program with Nick Schmitt of Aramark and have him complete the training for his employees who work in areas where exposure to laboratory chemicals is present.

Bob Boutin will work with the science department chairs to have them distribute the Chemical Hygiene Plan to the faculty members in their departments. The faculty members will be asked to review the Plan to assure they follow the College requirements.

Dr. Martin reported that the Chemical Hygiene Plan is discussed among the faculty but questioned the training provided to Aramark personnel. Dr. Martin raised concerns over potential language barriers and rotation of personnel in and out of Johnson. Nick Schmitt reported that the persons assigned to Johnson have received the training and that he will work with the department chairs to address any concerns.

1. **Other business**

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

Agnes Stepek reported that she and Lori Sundberg received a menu of presentation/discussions recently made available by EIIA. Agnes distributed a list of the topics for members to review. Members may contact Agnes if they wish to have EIIA come to campus and provide a presentation

Rick Cohen reported that the City of Lake Forest police and fire dispatch services have been relocated and that Lake Forest College was required to hire Acadian, a third party monitoring company. Problems have been experienced with this new system due to dispatchers not familiar with campus toning out responders to the wrong buildings. Lori Sundberg asked why building numbers weren’t assigned. Dave Siebert reported that the buildings were once numbered and that red flashing lights could be activated to assist responders. Richard Pettengill suggested using the building numbers currently on the campus maps and to place these numbers on the building signs. Rick Cohen reported that the fire panel upgrades will help identify buildings but not all third party dispatchers will notify responders of the building locations.

IV. Next Meeting

Date to be determined

Meeting adjourned: 5:10 pm