

LAKE FOREST COLLEGE
SAFETY COMMITTEE MEETING MINUTES

Date: 07-18-18

Attendees: Rick Cohen, Wendy Ohman, Andrew Pollom, Dave Siebert, Scott Schappe, Mike Kash, Paul Gladen, Agnes Stepek, Richard Pettengill, Kyle Diep

Start time: 4:05 pm

I. Unfinished Business

A. Reports

Emergency Group Communication – Committee members felt that texting worked effectively to maintain communication. The option of applying an application to have cell phones used as two-way communication devices was determined to be too costly.

B. Review action items

Emergency Lights – Adam Cortright provided building diagrams that identified emergency lights and exit signs. These diagrams will be compared against the spreadsheet being developed to verify the emergency light locations. Once completed, the information will be shared to enable documented inspections of the lights.

Rave – Rick Cohen reported that the capability for this emergency notification system to send alerts for weather related events is being evaluated. Rick wishes to apply tornado warnings and will work with a Rave representative to coordinate this option.

The system has restrictions on who can distribute specific notifications within Rave. The Public Safety dispatchers are currently restricted from all options so Rick will work with the communications director and Rave to address this issue.

III. New Business

A. Accident review (employees and student employees)

No new claims activity has occurred since the last committee meeting. One old worker compensation claim was reopened by the insurance company. Surgery is now required and light duty opportunities will be evaluated.

B. Review findings from inspections

Quarterly sprinkler inspections continue to be completed for all buildings.

C. Employee education and training

Bloodborne Pathogens training will be conducted on-line using Safe Colleges for all members of the residence life staff. Stacy Oliver will have a member of her staff provide the list of names so they may be entered into Safe Colleges for training to be assigned.

D. Safety policy creation, evaluation, updates

The Chemical Hygiene plan has been updated and placed on the website.

Remaining campus safety policies are current as no changes to the OSHA regulations have taken place.

Wendy Ohman developed a draft Unmanned Flying Vehicle Policy (Drone Policy) and will distribute to committee members. The policy will be reviewed and discussed at the next committee meeting. Andrew Pollom reported that no prior issues have been experienced within Residence Life when students used very small drones and that the use of larger drones by students is prohibited. It was reported that Matt Baltimore of Marketing and Communications is licensed to operate the drone obtained for that department.

E. Other business

Chemical disposal quotes have been received and are under review. The lowest bid will be awarded the contract and the chemicals will be removed from campus in August.

Mike Kash questioned what action faculty should take if they encounter an individual in an academic building that is not a member of the Lake Forest College community. Rick Cohen indicated that the faculty is to contact Public Safety who will address the situation.

Richard Pettengill stated that frequent emails and phone calls are received from vendors looking to purchase and sell books. These vendors use the college's website to find names and email addresses of faculty members and will effort to get invited to campus. Vendors have also contacted other departments including Human Resources. Agnes Stepek has told these callers that a no solicitation policy is in place, which usually ends the conversation.

F. Action items

None

III. Next Meeting

Date to be determined

Meeting adjourned: 4:40 pm