

LAKE FOREST COLLEGE  
SAFETY COMMITTEE MEETING MINUTES

Date: 8-30-17

Attendees: Rick Cohen, Mike Kash, Lori Sundberg, Agnes Stepek, Jackie Slaats, Andrew Pollom, Dave Siebert, Davis Schneiderman, Paul Gladen, Wendy Ohman

Start time: 4:05 pm

I. Unfinished Business

**A. Reports**

AON Inspection – discuss new recommendations.

The status of recommendation compliance should be provided to AON. New recommendations were discussed and follow-up with specific departments will be completed. A summary of actions taken will be completed over the coming months.

**B. Review action items**

1. Biology Freezer

The Biology freezers will be relocated and placed on an electrical service supported by the building generator when the building renovations are completed. The Biology department will be encouraged to continue working on an emergency action plan to address potential issues.

2. Golf Cart Training

An increase in the number of drivers applying and completing the driver training has been seen. Applicants from the Athletic Department continue to sign-up but fail to complete the training process. Jackie Slaats was informed of this issue and will speak with the applicants.

III. New Business

**A. Accident review (employees and student employees)**

Agnes Stepek reported that two staff injuries occurred within the past few weeks. The first was to an employee who slipped and fell while entering an elevator in Nollen Hall. The employee sustained injuries that required medical care after slipping in the elevator after walking on wet carpeting, which had recently been cleaned by Aramark.

The second incident was to a member of the Athletics staff who was injured by a football player. The injury occurred at a practice when the staff member was knocked over by the player.

A vehicle accident occurred when an approved student driver was moving a van and struck the side of a bus. The incident was reported to Public Safety and repairs to the vehicles were completed. The student driver was notified that she was suspended from driving until she completed the on-line driver training course for a second time. Questions as to how many occurrences a driver may have before they are prohibited from

driving were discussed. The committee will be provided a suggested format to be reviewed.

**B. Review findings from inspections**

Emergency lights in the residence halls are being inspected by the residence assistants while emergency lighting in Johnson is being inspected by Professor Mike Kash and lights in Athletic buildings are being inspected by Brian Bruha. Instructions will be provided on action to take in the event a non-operable light is located.

Building sprinkler system inspections continue to be completed each quarter.

Lab inspections were performed in July.

**C. Employee education and training**

An email reminder was sent to Chairs in the science departments to complete refresher training on the Chemical Hygiene Plan.

Aramark personnel who work in Johnson and Public Safety Officers will be asked to complete the refresher training this summer.

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

The Chemical Hygiene Plan was reviewed and updated.

No other safety policy changes/revisions are necessary at this time.

**E. Other business**

Mike Kash and Paul Gladen reported that students are locking their bikes to the handrail entrance to Johnson D. A review of the site with suggested corrective action will be completed.

Chemical disposal took place in July, 2017.

An electrical unicycle was seen on campus and the question was raised if this was approved for use. Andrew Pollom reported that the student owning the device had a medical purpose for the unicycle and therefore was approved.

A list of drivers, who agreed to make their names available to drive for other departments, has been developed. The list will be placed on the V drive and the list's existence will be shared with the Lake Forest College community.

A question was raised by the Crisis Communication Committee regarding the existence of a public address system in the Lillard Science Center. Dave Siebert reported that such a system has not been approved but that two way communications will be provided from designated areas to the fire control panel.

The issue of animals on campus was reviewed. Wendy Ohman researched the issue and identified that IL has the following dog bite law:

*If a dog or other animal, without provocation, attacks, attempts to attack, or injures any person who is peaceably conducting himself or herself in any place where he or she may lawfully be, the owner of such dog or other animal is liable in civil damages to such person for the full amount of the injury proximately caused thereby.*

Wendy also spoke with the insurance broker and learned that an animal bite on campus could be subject to a general liability claim even with the current Illinois law.

An existing animal policy is in place for the Residence Life Staff and a copy will be provided by Andrew Pollom for review. Modifications will be completed and discussed at the next meeting.

The residence assistant staff received training on Bloodborne pathogens from Stacy and Mary from ResLife during their recent orientation. A question was raised regarding training for the residence directors. Andrew Pollom will discuss the issue with the Safety Administrator.

**F. Action items**

1. Animals on campus
2. Drones
3. AON recommendation status
4. Approved driver list – modify and make available on a shared drive.

**III. Next Meeting**

Date to be determined

Meeting adjourned: 5:15 pm