

LAKE FOREST COLLEGE
SAFETY COMMITTEE MEETING MINUTES

Date: 02-21-18

Attendees: Rick Cohen, Mike Kash, Lori Sundberg, Jackie Slaats, Andrew Pollom, Dave Siebert, Davis Schneiderman, Blake Theisen, Paul Gladen, Karen Lebergott

Start time: 4:05 pm

I. Unfinished Business

A. Reports

Tier II EPA reports were completed and submitted with copies sent to Lake Forest Fire Department and the Lake County Emergency Planning Commission.

OSHA 300 Logs were completed. Information was provided to Agnes Stepek.

B. Review action items

1. Biology Freezers – The freezers have been moved to the new section of Johnson and are on the emergency generator.
2. Emergency Lights – inspection checklists are being completed and will be shared with designated personnel to begin documenting inspections.
3. Shared Driver List – List has been developed and is being added to as persons apply to drive on behalf of the college. The list will be placed on a shared drive and then promoted to faculty and staff to enable them to find approved drivers willing to assist other departments.

III. New Business

A. Accident review (employees and student employees)

Claim activity in 2017 included seven occurrences with three requiring restricted days and two requiring days away from work.

Claim activity in 2018 includes two occurrences of which one required days away from work and one with restricted days. Both incidents were the result of employee's slipping on ice. A third claim occurred just days before the committee meeting. The injury had been reported to Agnes and was the result of a staff member slipping on a wet floor in the cafeteria. The incident will be followed to track any lost or restricted time.

B. Review findings from inspections

Quarterly sprinkler inspections are being completed in all buildings.

An inspection of the sidewalk between the Sports Center and the Ice Rink was completed after an employee injury in this area. Portions of the sidewalk were covered in ice, which had formed from run-off that could not properly drain due to ice damming in the Sports Center gutters. A question was raised regarding what controls can be implemented in this area. Rick Cohen responded that his "welcome back" email distributed at the

beginning of the spring semester reminds students, faculty and staff of the dangers of icy walking surfaces. Dave Siebert identified that Aramark is contracted to maintain snow 25' from building entrances and to complete salting during the winter months.

Since the aforementioned sidewalk freezing potential remains a constant during the winter months it was suggested by Andrew Pollom that warning signs are posted inside of the doors leading onto the sidewalk. An additional suggestion was to have Facilities Management or Public Safety tape off this area when freeze and thaw cycles create the slippery walking conditions.

C. Employee education and training

EIIA replaced the vendor used for safety training. The new company is Safe Colleges, which will be used for vehicle and golf cart training programs.

D. Safety policy creation, evaluation, updates

No updates at this time.

E. Other business

A mid-year chemical disposal for biology and chemistry was completed in January. The disposal was from collected chemicals amassed during each department's relocation. The disposal manifests were received and are being held for future reference.

Safety ventilation hoods in the science labs of the new section of Johnson were certified and turned over to the College. The hoods will be serviced as needed and continue to be inspected each semester, in accordance with the Chemistry Hygiene Plan. A recommendation by the Lake Forest Fire Department to complete inspections every six months was determined to be inaccurate after a review of the OSHA regulations identified there was no mention of inspection timing.

Mike Kash raised a question about emergency lights in Johnson. The question pertained to the longevity of emergency lighting during an outage. The committee was informed that the length of light will vary depending on battery strength. Dave Siebert reported that the new section of Johnson has designated lights that will be powered by the emergency generator.

New evergreens planted on the north entrance to middle campus reduce visibility to vehicle traffic on Sheridan Road. Lori Sundberg asked that the evergreens be removed.

F. Action items

None

III. Next Meeting

Date to be determined

Meeting adjourned: 4:45 pm