

DATE: July 15, 2021
 TO: Lafayette College Safety Committee Members
 FROM: Matt Hammerstone
 SUBJECT: **July 2021 Safety Committee Minutes**
 MEETING DATE: Wednesday, July 14, 2021
 MEETING TIME: 2:00 PM – 3:00 PM
 LOCATION: Public Safety – 901 Bushkill Drive and Google Meets

Sign-in Sheet (quorum 51%)					
Member	Initials	Member	Initials	Guest/Consultant	Initials
Don Brinker	Yes	Bob Meyer	Yes		
Matt Hammerstone (Chair)	Yes	Yvonne Noonan	Yes		
Karen Howell	Yes	Christine Oliver	No		
Justin Kutzman	No	Cindy Pursel (Vice Chair)	No		
Cristie Lazart	No	Grace Reynolds	Yes		
David Limas	No				

- I. Review of Prior Meeting Minutes: Reviewed 6/9/2021 Minutes
- II. Recommendations Made at Meeting: Refer to Table 1 – Recommendations List
- III. Review of All Accidents, Incidents and Near Misses: Refer to Table 2 – Campus Accidents
- IV. Review Building Inspections Conducted: Refer to Table 3 – Building Inspections Conducted
- V. Review of New/Old Business: Refer to Table 4 – New/Old Business
- VI. Next Meeting: **Wednesday, August 11, 2021, 2:00 to 3:00 p.m. – Public Safety Office and Google Meet**

Table 1 – Recommendations List

#	Recommendation	Responsibility	Assigned Date	Completion Date	Status
8.1 - 2019	Evaluate SOP for campus-wide electrical shutdowns and shutdowns/restarts for buildings with emergency power.	Don Brinker	9/11/2019	7/13/2021	Startup and shutdown procedures for buildings with emergency power have been completed, reviewed, and approved.
10.1 - 2019	Consider developing a policy/procedures for building access that addresses service contractors.	Matt Hammerstone	10/9/2019		Preliminary meetings have been held and are ongoing to discuss scope of project.
3.1 - 2021	Consider purchasing a snow blower for custodians to use at South College and surrounding residence halls.	Cindy Pursel	3/10/2021		Facilities considering snow blower for South College. Will follow up during fall semester.
6.1 - 2021	Evaluate drainage from overhang at Sullivan Deck that is causing slippery conditions at southeast pedestrian entrance.	Matt Hammerstone	6/9/2021		

Table 2 - Campus Accidents June 7, 2021 through July 12, 2021

INCIDENT DATE	DEPARTMENT	TASK	ACT	BUILDING	BODY PART	TYPE	CLASS
6/8/2021	Grounds	Weed trimming	Slipped and twisted foot while trimming weeds on bank near electrical substation.	Substation - 837 Bushkill Drive	Left foot	Strain/sprain	Medical
6/28/2021	Custodial	Cleaning shower stall	Slipped and fell on wet tub floor while cleaning shower stall.	P.T. Farinon	Left arm and shoulder	Strain/sprain	Record Only
6/30/2021	Custodial	Moving furniture	Reached to catch dresser as it was falling over while attempting to load onto hand truck.	Kirby House	Left shoulder	Strain	Medical
7/2/2021	Custodial	Cleaning student room	Punctured by used diabetic needle while cleaning out student desk.	635 High Street	Left thumb	Puncture	Medical
6/30/2021	Public Safety	Patrolling campus	Driving police vehicle north on Cattell Street when another car struck passenger side.	Off campus	Back/upper back	Strain	Record Only

Table 3 – Buildings Inspected

Building	Notes
Watson Hall	Work order for light bulbs
635 High Street	Work order for light bulbs
Gates Hall	
Grossman House	Student storage – Res Life
Farber Hall	
421 Hamilton Print Shop	

Building	Notes
McKeen Hall	Repair and repaint windows
Soles Hall	Student storage – Res Life
Williams Center for the Arts	
Hamilton House	
Acopian Engineering	

Table 4 – New/Old Business

Item	New/Old	Notes
Check summer cleaning and garbage pickup schedule with CSI.		
Solar panel installation project update at Kirby Sports Center.		Provided update on solar panel project.
Annual safety committee member training scheduled for Tuesday, August 17 th .		