

DATE: August 19, 2021  
 TO: Lafayette College Safety Committee Members  
 FROM: Matt Hammerstone  
 SUBJECT: **August 2021 Safety Committee Minutes**  
 MEETING DATE: Wednesday, August 8, 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	No		
Matt Hammerstone (Chair)	Yes	Yvonne Noonan	Yes		
Karen Howell	Yes	Christine Oliver	Yes		
Justin Kutzman	Yes	Cindy Pursel (Vice Chair)	No		
Cristie Lazart	No	Grace Reynolds	Yes		
David Limas	No				

- I. Review of Prior Meeting Minutes: Reviewed 7/14/2021 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, September 8, 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
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 July 12, 2021 through August 9, 2021**

INCIDENT DATE	DEPARTMENT	TASK	ACT	BUILDING	BODY PART	TYPE	CLASS
7/30/2021	Admissions	Walking up stairs	Tripped while ascending stairs, fell, and hit head on door.	Markle Hall	Head	Contusion	Medical
8/8/2021	Custodial	Cleaning student residence	Tripped on extension cord and fell while cleaning.	McKelvy House	Wrist, chin, knee	Fracture	Medical

**Table 3 – Buildings Inspected**

Building	Notes

Building	Notes

**Table 4 – New/Old Business**

Item	New/Old	Notes
Annual safety committee member training scheduled for Tuesday, August 17th.		