

DATE: September 14, 2021
 TO: Lafayette College Safety Committee Members
 FROM: Matt Hammerstone
 SUBJECT: **September 2021 Safety Committee Minutes**
 MEETING DATE: Wednesday, September 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 | Yes | | |
| Matt Hammerstone (Chair) | Yes | Yvonne Noonan | No | | |
| Karen Howell | Yes | Christine Oliver | Yes | | |
| Justin Kutzman | Yes | Cindy Pursel (Vice Chair) | Yes | | |
| Cristie Lazart | Yes | Grace Reynolds | Yes | | |
| David Limas | No | | | | |

- I. Review of Prior Meeting Minutes: Reviewed 8/8/2021 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, October 13, 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 August 9, 2021 through September 7, 2021

| INCIDENT DATE | DEPARTMENT | TASK | ACT | BUILDING | BODY PART | TYPE | CLASS |
|---------------|-----------------------|-------------------|--|---------------------|-------------|-----------|---------|
| 8/11/2021 | Chemistry | Descending stairs | Tripped while descending stairs, fell, and hit elbow on concrete sidewalk. | 901 Bushkill Drive | Left elbow | Contusion | Medical |
| 8/18/2021 | Facilities Operations | Sitting at desk | Strained wrist while trying to move chair (on wheels) by pulling on desk. | 901 Bushkill Drive | Right wrist | Strain | Medical |
| 8/25/2021 | Custodial | Cleaning | While cleaning the Rec Center, shoe got caught in flooring, twisting knee. | Kirby Sports Center | Right knee | Strain | Medical |
| 9/1/2021 | Custodial | Cleaning | Strained lower back while cleaning up storm water from Ida. Repeatedly lifting heavy reservoir from wet/dry vac. | Kamine Hall | Lower back | Strain | Medical |

Table 3 – Buildings Inspected

| Building | Notes |
|----------|-------|
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| Building | Notes |
|----------|-------|
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| | |

Table 4 – New/Old Business

| Item | New/Old | Notes |
|---|---------|---|
| Bikes are being parked on ADA ramp entrance to APK on Pierce Street. | New | Bike storage rack near entrance. |
| Geology Department field trip along Sullivan Road blocking one lane of traffic. | New | Review procedures with Geology Department. |
| Storm water drainage on west side of Kamine Hall. | New | Water entering 1 st floor of residence hall. |