

DATE: November 12, 2021
 TO: Lafayette College Safety Committee Members
 FROM: Matt Hammerstone
 SUBJECT: **November 2021 Safety Committee Minutes**
 MEETING DATE: Wednesday, November 10, 2021
 MEETING TIME: 2:00 PM – 3:00 PM
 LOCATION: Public Safety – 901 Bushkill Drive and Google Meet

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

- I. Review of Prior Meeting Minutes: Reviewed 10/13/2021 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, December 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 | | Ryan Snyder provided an update on current procedures - absent of a formal policy/procedure, each department is responsible for contractors entering College buildings and site work on campus. Purchasing continues to work towards signing master service agreements with commonly used contractors on campus. MSAs include guidelines for background checks, insurance, building access, and requires contractors to have approval for entry. |
| 3.1 - 2021 | Consider purchasing a snow blower for custodians to use at South College and surrounding residence halls. | Cindy Pursel | 3/10/2021 | 11/8/2021 | Snow blower will be stored in 032 South College for custodians to use. |
| 6.1 - 2021 | Evaluate drainage from overhang at Sullivan Deck that is causing slippery conditions at southeast pedestrian entrance. | Matt Hammerstone | 6/9/2021 | | The roof of the structure covering the stairwell will be repaired. Concrete steps will be repaired. Salt boxes will be placed near top and bottom of stairs. Signs will be posted warning of possible icy conditions. |
| 10.1 - 2021 | Consider installing bike storage rack near Pierce Street entrance to APK. | Karen Howell | 10/13/2021 | | |

Table 2 - Campus Accidents October 10, 2021 through November 8, 2021

| INCIDENT DATE | DEPARTMENT | TASK | ACT | BUILDING | BODY PART | TYPE | CLASS |
|---------------|------------|------|-----|----------|-----------|------|-------|
| *No injuries | | | | | | | |

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 |
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