

DATE: December 9, 2021
 TO: Lafayette College Safety Committee Members
 FROM: Matt Hammerstone
 SUBJECT: **December 2021 Safety Committee Minutes**
 MEETING DATE: Wednesday, December 8, 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	No	Bob Meyer	Yes	Mike Chovanes	
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 11/10/2021 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, January 12, 2022, 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.
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 have been repaired. Salt boxes have been placed near top of stairs. Signs have been 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 November 8, 2021 through December 6, 2021

INCIDENT DATE	DEPARTMENT	TASK	ACT	BUILDING	BODY PART	TYPE	CLASS
11/13/2021	Athletics	Coaching during football game	Struck by players while standing on the sideline	Kirby Sports Center	Left knee	Sprain	Medical
11/19/2021	Communications	Working away basketball game	Subject to excessive noise for a long period of time	Duke University	Right ear	Rupture	Medical
11/30/2021	Athletics	Running basketball practice	Sprained knee while jumping/running practice drills	Kirby Sports Center	Right knee	Sprain/tear	Medical

Table 3 – Buildings Inspected

Building	Notes
511 College Avenue	
635 High Street	
McKelvy House	

Building	Notes

Table 4 – New/Old Business

Item	New/Old	Notes
Follow up with Facilities about shoe for crews program and snow/ice cleats.		