

DATE: January 14, 2022  
 TO: Lafayette College Safety Committee Members  
 FROM: Matt Hammerstone  
 SUBJECT: **January 2022 Safety Committee Minutes**  
 MEETING DATE: Wednesday, January 12, 2022  
 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
Nathan Breiner	No	Cristie Lazart	Yes	Ryan Snyder	
Don Brinker	Yes	Bob Meyer	Yes		
Brittany Clouser	Yes	Christine Oliver	Yes		
Matt Hammerstone (Chair)	Yes	Cindy Pursel (Vice Chair)	Yes		
Karen Howell	Yes	Grace Reynolds	Yes		
Justin Kutzman	No				

- I. Review of Prior Meeting Minutes: Reviewed 12/8/2021 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, February 9, 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	1/12/2022	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 December 6, 2021 through January 8, 2022**

INCIDENT DATE	DEPARTMENT	TASK	ACT	BUILDING	BODY PART	TYPE	CLASS
12/14/2021	Art Department	Walking through parking lot at end of workday	Tripped while walking in parking lot, fracturing right ankle	Buck Hall Parking Lot	Right ankle	Fracture	Medical
01/06/2022	Custodial	Taking out trash	Strained right arm/elbow while carrying trash bags down interior stairs	Soles Hall and Grossman House	Right arm	Strain	Medical

**Table 3 – Buildings Inspected**

Building	Notes

Building	Notes

**Table 4 – New/Old Business**

Item	New/Old	Notes
Follow up with Facilities about shoe for crews program and snow/ice cleats.		
Snow removal on stairs leading to Rec Center on west side of building.		Inform Public Safety to keep Gate #2 secured until steps can be cleared.
Shuttle service for employees parking remotely during Markle Deck construction.		Announcement made in Lafayette Today with info and schedule.