

DATE: March 15, 2022
 TO: Lafayette College Safety Committee Members
 FROM: Matt Hammerstone
 SUBJECT: **March 2022 Safety Committee Minutes**
 MEETING DATE: Wednesday, March 15, 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	Yes	Cristie Lazart	Yes	Ryan Snyder	Yes
Don Brinker	Yes	Bob Meyer	No	Julie Mule	Yes
Brittany Clouser	Yes	Christine Oliver	Yes		
Matt Hammerstone (Chair)	Yes	Cindy Pursel (Vice Chair)	Yes		
Karen Howell	Yes	Grace Reynolds	No		
Justin Kutzman	Yes				

- I. Review of Prior Meeting Minutes: Reviewed 2/9/2022 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, April 13, 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		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. Committee reviewed MSA safety requirements and will provide comments to Purchasing.
10.1 - 2021	Consider installing bike storage rack near Pierce Street entrance to APK.	Karen Howell	10/13/2021		

Table 2 - Campus Accidents February 6, 2022 through March 6, 2022

INCIDENT DATE	DEPARTMENT	TASK	ACT	BUILDING	BODY PART	TYPE	CLASS
2/13/2022	Grounds	Applying snow/ice melt on steps	Slipped on snow/ice straining lower back and left leg	APK – Exterior Steps	Lower back and left leg	Strain	Medical
3/1/2022	Custodial	Pulling trash	Strained right hand and wrist while pulling bag out of trash container	Oechsle Hall	Right hand and wrist	Strain	Medical

Table 3 – Buildings Inspected

Building	Notes
Scott Hall	Odors from floor drains in mechanical room.

Building	Notes

Table 4 – New/Old Business

Item	New/Old	Notes
Reviewed 2021 injury data.		
Facilities Operations will be provided safety shoes for employees.		