

DATE: April 14, 2022  
 TO: Lafayette College Safety Committee Members  
 FROM: Matt Hammerstone  
 SUBJECT: **April 2022 Safety Committee Minutes**  
 MEETING DATE: Wednesday, April 13, 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	Julie Mule	Yes
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	No		
Justin Kutzman	No				

- I. Review of Prior Meeting Minutes: Reviewed 3/9/2022 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, May 11, 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	4/13/2022	Master service agreements (MSA) 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 along with minimum contractor safety requirements to Purchasing Department.
10.1 - 2021	Consider installing bike storage rack near Pierce Street entrance to APK.	Karen Howell	10/13/2021	4/13/2022	Bike rack has been approved and will be installed.
4.1 - 2022	Investigate fire alarm/response for APK 328.	Bob Meyer	4/13/2022		

**Table 2 - Campus Accidents March 6, 2022 through April 7, 2022**

INCIDENT DATE	DEPARTMENT	TASK	ACT	BUILDING	BODY PART	TYPE	CLASS
3/18/2022	Finance and Administration	Clearing smoke from office	Strained back while trying to open window	Marquis Hall	Lower back	Strain/fracture	Medical
3/25/2022	Athletics	Getting up from desk	Banged right knee on desk	APK	Right knee	Strain	Medical

**Table 3 – Buildings Inspected**

Building	Notes
Acopian	
Hugel	Need to relocate compressed gas delivery location because of upcoming construction at Kunkel.
Van Wickle	
Watson Hall	

Building	Notes

**Table 4 – New/Old Business**

Item	New/Old	Notes
Big swings installed on trees.	New	Swings were installed by Creative and Performing Arts Scholar Remy Oktay with support from SGA and many campus organizations in celebration of Earth Day and Month.