

DATE: May 11, 2022  
 TO: Lafayette College Safety Committee Members  
 FROM: Matt Hammerstone  
 SUBJECT: **May 2022 Safety Committee Minutes**  
 MEETING DATE: Wednesday, May 11, 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	No		
Don Brinker	Yes	Bob Meyer	Yes		
Brittany Clouser	Yes	Christine Oliver	Yes		
Matt Hammerstone (Chair)	Yes	Cindy Pursel (Vice Chair)	No		
Karen Howell	No	Grace Reynolds	No		
Justin Kutzman	No				

- I. Review of Prior Meeting Minutes: Reviewed 4/13/2022 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, June 8, 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 installed.
4.1 - 2022	Investigate fire alarm/response for APK 328.	Bob Meyer	4/13/2022		Response has been investigated and a fire drill is planned for Tuesday, May 31 <sup>st</sup> .

**Table 2 - Campus Accidents April 7, 2022 through May 9, 2022**

INCIDENT DATE	DEPARTMENT	TASK	ACT	BUILDING	BODY PART	TYPE	CLASS
4/14/2022	Public Safety	Driving College vehicle	Motor vehicle accident	Off campus	Head and neck	Contusion/strain	Medical
4/12/2022	Development	Office work/filing documents	Strained knee while kneeling to file documents	Markle Hall	Left knee	Strain	Medical
4/5/2022	Custodial	Lifting floor scrubber	Strained abdomen while trying to lift floor scrubber into van	On campus	Abdomen	Strain	Medical
4/25/2022	Public Safety	Bike patrol	Fell off bike while descending driveway	Fisher West	Left hand	Contusion	Report
5/6/2022	General Trades	Installing window unit AC	Insect bite while installing AC	Lerch House	Left thigh	Insect bite	Medical

**Table 3 – Buildings Inspected**

Building	Notes
Keefe Hall	Bed frames stacked high in custodial storage area.
225 Reeder	Tree limbs growing into fire escape.
Kamine Hall	

Building	Notes
Kirby Hall of Civil Rights	
Skillman Library	

**Table 4 – New/Old Business**

Item	New/Old	Notes
Slips, trips, and falls	New	Student tripped and fell on steps outside of Alpha Phi leading to Kamine and Rubin. Visitor to campus tripped and fell on sidewalk outside 640 Pierce Street.