

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

- I. Review of Prior Meeting Minutes: Reviewed 9/14/2022 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, November 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
4.1 - 2022	Investigate fire alarm/response for APK 328.	Bob Meyer	4/13/2022		Conducted test of the fire alarm system in APK on 5/31/2022. A contractor from Johnson Controls evaluated the system on 6/17/2022 and provided estimate. Facilities is securing funding and planning for work over winter break or summer 2023.
10.1 - 2022	Consider supplying glucose tubes in Public Safety first aid kits for responding to diabetic emergencies.	Karen Howell	10/12/2022		The safety committee collectively agreed to make a recommendation to Public Safety to carry a supply glucose tubes in their first aid kits for responding to diabetic emergencies.

Table 2 - Campus Accidents September 9, 2022 through October 10, 2022

INCIDENT DATE	DEPARTMENT	TASK	ACT	BUILDING	BODY PART	TYPE	CLASS
9/10/2022	Admissions	Loading wheelchair into car trunk	Strained lower back while lifting wheelchair	Pfenning Alumni Center	Lower back	Strain	Medical
9/21/2022	Art Department	Setting up speakers for an event	Strained lower back and right shoulder while lifting and stacking speakers	Williams Center for Arts	Lower back and right shoulder	Strain	Report
10/10/2022	Mechanical Trades	Assisting another employee on ladder	Assisting employee on ladder when tool fell and punctured right forearm	Hugel Science Center	Right forearm	Puncture	Medical

Table 3 – Buildings Inspected

Building	Notes
Van Wickle	Outdated LOTO tag is affixed to panel box in room 20. Water leak in room 6 (Facilities already aware).
Gates	Evidence of water damage/leak in basement, possibly leaking from 1 st floor stairway landing.
Soles	

Building	Notes
Oechsle Global	Missing outlet cover, entrance roof drain is clogged and leaking into vestibule, exterior mechanical room needs cleaning.

Table 4 – New/Old Business

Item	New/Old	Notes
Review with Athletics location and moving of pole vault pit	New	Athletics has confirmed that a storage location has been found that will limit the number of times the pit will have to be moved and also minimizes turns and obstacles.
Parking concerns around McCartney and Clinton intersection.	New	Cars are parking up to the corners, which is obstructing sight lines for drivers and pedestrians.