

## Safety Committee Meeting Minutes

February 14, 2024

**Recorder:** Katie VanSyckle

**Members Present:** Sandra Rogers, Katie VanSyckle, Victoria Heinz, Brittany Clouser, Cristie Lazart, Bob Meyer, Nathan Breiner

**Members Absent:** Don Brinker, Justin Kutzman, Grace Reynolds, Cindy Pursel

**Guests:** Ryan Snyder, Geoff Labe

**Review of meeting minutes from previous month** – No committee comments on previous minutes

### Old business

**7.1: Kirby House Handrail Installation** – No updates

**7.2: Contractor use of Aerial Lifts** - No updates

### **12.1: Smoking Policies and boxes**

- **Sandra** - Evaluation of campus smoking boxes found that there are six approved boxes, however, there are 28 boxes on campus. Out of the 28, 16 boxes do not meet any standards, are within 20 ft of an entrance and/or are close to a ventilation system. Research concluded that there are no Industry standards for colleges. She also compared the smoking policies of nine other colleges.
- **Sandra** requested input from the committee on what Lafayette's policy should follow, approvals and how to communicate once finalized. **Committee suggestions included:**
  - **Sandra** suggested removing boxes that currently do not meet standards or that shouldn't have been approved. Limit to a certain number on campus
  - **Brittany** suggested starting with the number of boxes that are currently approved and developing a policy for approving new boxes going forward
  - **Bob** suggested soliciting administration suggestions first on the policy and determining what is the right number of boxes for our campus. How do we know that 20 ft is the correct distance from buildings/ventilations systems (what makes the distance safe for occupants? He also questioned who would enforce the new official policy and how a violation would be handled.
  - **Karen** – In response to Bob's question, Karen remembers using the PA Clean Indoor Act guidelines to determine the 20 ft from entrance policy, she suggested using that act to define our policy
  - **Ryan** suggested looking at what other schools do for enforcement
  - **Cristie** questioned what prompted the review of the current policy and procedure improvement. Sandy explained that we had several complaints and it was determined that once we have a policy to stand behind, we can address those complaints better with a policy to stand behind.

**Conclusion:** **Sandra** will work on a draft policy and review with Jeff Troxell. Jeff will review the proposed policy with administration and will report back on next steps at the March meeting.

**12.2: Storage/Cleaning Supplies – No Updates.** *Sandra* has reached out to Todd and is awaiting his reply.

**12.3: Blocked fire exit access at Fraternities and Sororities -** *Sandra* suggested closing out this item as current and ongoing inspections will address the issues. In response to *Bob's* inquiry on inspections, *Sandra* stated that *Grace* would be addressing and following up to ensure the standards are met in storage areas. She has also followed up with *Jake* and he has addressed the fraternities/sororities. When EHS sees violations while doing any inspections we will address all issues as we see them. Custodial training has also been added on the blocking of an egress so they will report those violations to EHS going forward.

**12.4: E-bike/Scooter Storage on Campus - No Updates**

**12.5: Animals on campus/inside campus buildings (Not service animals) -** *Geoff* has a draft of new policy and is currently reviewing with insurance broker and Audra. He will address at future meetings.

**1.1: Bedbugs exposure for custodians –** *Sandra* stated that if custodians are following the current operating procedures, they should not be at risk for taking bed bugs home. EHS is following up with providing proper training by the end of February on a variety of safety issues including bed bugs to catch facilities up on training in addition to training supervisors so that they can train any new employees.

**1.2: Grossman steps mud slip hazard –** *Sandra* and *Bob* spoke with Mike Chovanes, they will be rerouting the water flow so that mud will not be on the steps causing a slip hazard. *Bob* will follow up to see if the work has been done yet and will follow up.

***Review of current injuries list:***

- 3 Strain injuries: No comments
- Need stick while collecting garbage - *Brittany* questioned if sharps disposal was available in the building. *Sandra* explained that since it was a residential area, there are no disposal containers. *Sandra* will follow up with *Grace* regarding sharps disposal in residence halls. Future custodial training should address these types of injuries and how employees can avoid them.

**New business – No new items**

**Next Meeting Date: March 13 @ 2PM –** Request to meet **IN PERSON** in the 901 Bushkill Drive conference room. Snacks provided.

## Safety Committee Meeting Minutes

March 20, 2024

**Recorder:** Katie VanSyckle

**Members Present:** Sandra Rogers, Katie VanSyckle, Victoria Heinz, Brittany Clouser, Bob Meyer, Nathan Breiner, Bob Meyer, Don Brinker, Karen Howell, Justin Kutzman, Grace Reynolds

**Members Absent:** Cristie Lazart, Cindy Pursel

**Guests:** None

**Review of meeting minutes from previous month** – No committee comments on previous minutes

### Old business

#### **7.1: Kirby House Handrail Installation**

- **Sandra** - Spoke with Scott Kennedy, the quote for the installation very costly for the new railing in keeping with the same specifications of brass rails. We will be keeping this item open for next month's meeting. Scott will be talking with Senior Management on whether or not to proceed.
  - **Karen** - stated that the handrail was needed for safety reasons due to multiple injuries. If we do not do it, does it need to be addressed in another way.
  - **Bob** – remembered discussing the options on where to put the handrail and determined the best place is mounted on the wall, which could be less costly, and would not cause possible cracking to the granite steps. Bob asked Sandra to follow up with Scott and Mike regarding proposal of mounting to the building.

**7.2: Contractor use of Aerial Lifts - Sandra** - Leaving Open. Geoff & Ryan were not able to join. Still working on official policy, however, starting immediately, if contractors use the college owned lifts, they will need to take the Public Safety, EHS training until an official policy is in place.

**12.1: Smoking Policies and boxes: Sandra** - Jeff had brief conversation with Audra Carr. Sandra was asked to provide data on what other colleges are doing. Senior leadership will review and get back to us on how they would like to proceed.

#### **12.2: Storage/Cleaning Supplies**

- **Sandra** – discussed remaining masks and cleaning supplies purchased due to Covid. Most supplies have expired and should it be disposed of through proper protocol. **Karen** – checked the chemicals she currently has left and stated that they are only good 6 months after the official expiration date on the bottle. **Karen** stated hers officially expired in October. Sports Medicine has a lot of left-over. **Victoria** is looking further into the chemicals and disposal process for HaloMist and Vital oxide.

**12.4: E-bike/Scooter Storage on Campus** - No Updates

**12.5: Animals on campus/inside campus buildings - Geoff** has a draft of new policy and is currently reviewing with insurance broker and Audra. He will address at future meetings.

**1.2: Grossman steps mud slip hazard – Bob** is working with Jeff Weed for repairs to be done over the summer.

**Review of current injuries list: Sandra** – Reviewed two injuries in February

- **Tire injury: Don** questioned if a safer option using a proper tool is available while performing this function rather than a ratchet strap. **Justin** stated there is a tool called a pneumatic bead expander meant for that purpose. **Sandra** will send recommendations to Supervisor.
- **Bleach accident, splash to the eyes: Sandra** spoke with **Cristie Lazart**, who stated this was the third accident of the year involving bleach. **Victoria** looked into alternatives, which included splash-less bleach products or using a different chemical such as hydrogen peroxide. **Sandra** suggested these changes and recommended employees should be using PPE such as goggles when using bleach products. Custodial training has been completed this year to help reduce injuries. **Brittany** suggested custodians carry portable eye wash so that if an accident occurs, they can immediately begin treatment. **Sandra** will look into this recommendation.

#### **Additional notes**

**Sandra** - Fraternity reinspection's have been completed. April will begin our bi-annual inspection of all Fraternity houses. She has discussed the upcoming inspections with Jake Bates and Bob Meyer and is relaying the expectations for the inspections to try and avoid unnecessary reinspection's.

**Sandra** - stated Victoria has completed lab inspections in AEC. She is currently working on floor plans so EHS can roll out remaining emergency preparedness binders. We will begin yearly building inspections starting in the next few months and going forward.

**New business** – No new items

**Next Meeting Date:** **April 17 @ 2PM**

## Safety Committee Meeting Minutes

April 17, 2024

**Recorder:** Katie VanSyckle

**Members Present:** Sandra Rogers, Katie VanSyckle, Victoria Heinz, Brittany Clouser, Bob Meyer, Nathan Breiner, Karen Howell

**Members Absent:** Cristie Lazart, Cindy Pursel, Don Brinker, Justin Kutzman, Grace Reynolds

**Guests:** None

**Review of meeting minutes from previous month** – No committee comments on previous minutes

### Old business

**7.1: Kirby House Handrail Installation** – No Updates

**7.2: Contractor use of Aerial Lifts** – No Updates

**12.1: Smoking Policies and boxes: Sandra** - Jeff will be meeting with Audra during the week of April 22<sup>nd</sup> to review the suggestions/policy. Suggestions include removing all non-approved smoke boxes. Providing an updated list of approved smoke boxes and ensuring that all remaining boxes are in compliance within the new policy.

**12.4: E-bike/Scooter Storage on Campus** - No Updates

**12.5: Animals on campus/inside campus buildings** – No Updates

**1.2: Grossman steps mud slip hazard** – Repairs to be completed in the Summer - No Updates

### **Review of current injuries list:**

- **Sandra** – Reviewed two injuries since March. The Injuries do not require safety committee suggestions.

### **Injury Update from March meeting:**

- **Tire injury:** The pneumatic bead expander tool will be sent by **Sandra** as a recommendation to the Supervisor.

### Additional notes

**Sandra** – Several building inspections have been completed by Katie VanSyckle and Victoria Heinz. EHS has created a quarterly list of buildings to ensure we are in compliance with yearly inspections. Minor issues were found such as chemicals in custodial closets not labeled or capped, gas cylinders that were not properly secured, etc., safety issues are being addressed through emails and work orders.

Eyewash stations and fuel storage tanks are being inspected monthly.

---

Lab Safety training will be sent to departments for yearly training compliance. Individual departments will keep their own training process as well, however, those are in addition for our yearly requirements. **Sandra** has asked for a list of training attendance sheets from the individual departments.

**New business** – No new items

Next Meeting Date: **May 15 @ 2PM**

## Safety Committee Meeting Minutes

May 15, 2024

**Recorder:** Katie VanSyckle

**Members Present:** Sandra Rogers, Katie VanSyckle, Victoria Heinz, Brittany Clouser, Bob Meyer, Nathan Breiner, Karen Howell, Don Brinker, Justin Kutzman, Grace Reynolds

**Members Absent:** Cristie Lazart, Cindy Pursel

**Guests:** Jodie Frey, Dave Huber

**Introduction of guests** - Jodie and Dave, both interested in joining the safety committee. Jodie will fill Karen's position on the committee once she retires and Dave has experience from the safety committee at Muhlenberg College and also has experience in emergency services.

**Review of meeting minutes from previous month** – No committee comments on previous minutes

### Old business

**7.1: Kirby House Handrail Installation** – Removing from recommendations list. Not moving forward after review due to a variety of issues including, cost, building preservation, digging disturbance.

**7.2: Contractor use of Aerial Lifts** – No Updates, waiting on policy

**12.1: Smoking Policies and boxes:** Recommended policy is awaiting attorney review and approval. Recommendation for new policy is six central locations throughout campus away from entrances, windows and HVAC systems. New policy removes approximately 25 existing boxes and also includes a process for review and approval for any new location requests.

**12.4: E-bike/Scooter Storage on Campus** - No Updates, awaiting policy.

- **Jodie** questioned what we are doing now in the absence of a policy. **Sandra** stated that Geoff and Ryan asked to hold off on any communications prior to official policy. Students should not be riding them in a building. They can carry them within buildings. **Grace** stated that the housing contract prohibits storing in specific locations, but nothing on charging in rooms. Students should not store them anywhere that blocks an egress or could pose a hazard.

**12.5: Animals on campus/inside campus buildings** – No Updates, awaiting policy.

**1.2: Grossman steps mud slip hazard** – Repairs to be completed in the Summer. **Bob** will inquire to find out when the repairs are scheduled.

**Review of current injuries list:** No New Injures since last meeting.

---

### **Building Inspections**

Several building inspections have been completed by EHS. EHS has a quarterly list of buildings to ensure we are in compliance with yearly inspections. EHS will be conducting on and off campus residence inspections through the summer months. Safety issues are being addressed through emails and work orders.

Eyewash stations and fuel storage tanks are being inspected monthly.

Weekly Hazardous Waste central location collections will be completed by Victoria Heinz.

*Don* requested EHS do an inspection of Kirby Mechanical Room 308 which is also being used for storage by athletics. The storage and misuse caused a drain pipe to be displaced and flooded the room below.

### **New business – No new items**

Next Meeting Date: **June 12 @ 2PM**



## **Safety Committee Meeting Minutes**

**June 12, 2024**

**Recorder:** Katie VanSyckle

**Members Present:** Sandra Rogers, Katie VanSyckle, Victoria Heinz, Brittany Clouser, Bob Meyer, Grace Reynolds, Jodie Frey, Dave Huber

**Members Absent:** Cristie Lazart, Cindy Pursel, Nathan Breiner, Karen Howell, Don Brinker, Justin Kutzman,

**Guests:** Casey Green

**Introduction of guests** – Casey Green from Athletics joined as a guest to potentially become a member of the safety committee.

**Review of meeting minutes from previous month** – No committee comments on previous minutes

### **Recommendations List Review**

**7.2: Contractor use of Aerial Lifts** – No Updates, waiting on policy. For now, any non-employees using lifts must take Public Safety's Moodle training to operate any college owned lifts.

**12.1: Smoking Policies and boxes:** Still under review at the Presidential level.

**12.4: E-bike/Scooter Storage on Campus** - No Updates, awaiting policy.

**12.5: Animals on campus/inside campus buildings** – No Updates, awaiting policy.

### **Review of current injuries list**

Strain Injury (Athletics) – Occurred in April, but was reported late due to employee misunderstanding Workers' Comp policy. No safety issues to address.

### **Building Inspections**

Building inspections continue completed by EHS. Minor safety issues are being addressed through emails and work orders.

Concern regarding chemical spill in Marquis was found to be a leaking water pipe next to large containers of laundry fabric softener and bleach that were left behind by previous food service company. The containers are not leaking. Facilities will be addressing the water leak and EHS will arrange removing the containers, possibly transferring to another department who can use them.

### **Old Business**

**Removed - Handrail Kirby House** – resolution is too costly to implement.

**Removed - Grossman steps mud slip hazard** – Repairs to be completed in the Summer.

**New business** – No new items

**Next Meeting Date:** **July 17 @ 2PM**



## **Safety Committee Meeting Minutes**

**July 17, 2024**

**Recorder:** Katie VanSyckle

**Members Present:** Sandra Rogers, Katie VanSyckle, Brittany Clouser, Bob Meyer, Grace Reynolds, Cristie Lazart

**Members Absent:** Nathan Breiner, Karen Howell, Don Brinker, Justin Kutzman, Jodie Frey, Dave Huber

**Guests:** Ryan Snyder

***Review of meeting minutes from previous month*** – No committee comments on previous minutes

### **Recommendations List Review**

**7.2: Contractor use of Aerial Lifts** – No updates, waiting on policy.

**12.1: Smoking Policies and boxes:** No updates. Still under review at the Presidential level.

**12.4: E-bike/Scooter Storage on Campus** - No Updates, awaiting policy.

**12.5: Animals on campus/inside campus buildings** – No Updates, awaiting policy.

### **Review of current injuries list**

Partial Amputation (Grounds) – Employee partially amputated finger with pruning shears. Employee not wearing PPE. Jeff Weed will be recommending gloves.

### **Building Inspections**

Building inspections continue to be completed by EHS. Minor safety issues are being addressed through emails and work orders.

EHS is almost done tagging the eye wash stations. Bob Meyer will be updating the work order process to request the tag is signed when the yearly inspections of safety showers are done.

Brittany confirmed that she routinely checks eyewash/safety showers in AEC.

Work continues on revamping the Fire extinguisher program for efficiency. We are approximately a quarter of the way through. We will be putting new tags on all extinguishers on campus and are actively pulling and replacing extinguishers for 6-year maintenance.

Cristie complimented the adult CRP training classes and mentioned that an employee who attended was really pleased and felt that it was very valuable. Sandra stated the next CPR class will be in September. They will be done quarterly. EHS is working to help the Lafayette Inn and Child Care Center on certifications. The remaining campus AEDs should be installed in the coming weeks.

### **New business – No new items**

Meeting adjourned time: 2:24 PM

**Next Meeting Date:** **August 21 @ 2PM**



## Safety Committee Meeting Minutes

September 18, 2024

**Recorder:** Katie VanSyckle

**Members Present:** Sandra Rogers, Katie VanSyckle, Bob Meyer, Cristie Lazart, Jodie Frey, Dave Huber,

**Members Absent:** Nathan Breiner, Don Brinker, Justin Kutzman, Grace Reynolds, Brittany Clouser

**Guests:** Matthew Rosvanis

***Review of meeting minutes from previous month*** – No committee comments on previous minutes

### **Recommendations List Review**

**7.2: Contractor use of Aerial Lifts** – No updates, awaiting policy.

**12.1: Smoking Policies and boxes:** No updates. Still under review.

**12.4: E-bike/Scooter Storage on Campus** - No Updates, awaiting policy.

**12.5: Animals on campus/inside campus buildings** – No Updates, awaiting policy.

### **Review of current injuries list**

The injuries from August were reviewed. Due to current and past injuries moving 8 foot round tables, Sandra requested a review on the necessity of using the tables in areas that are not ground level where the proper carts can be used while moving them. The 8 foot tables do not fit in elevators so they must be carried up and down stairs.

### **Building Inspections**

Building inspections continue to be completed by EHS. Minor safety issues are being addressed through emails and work orders.

Work continues on revamping the Fire extinguisher program for efficiency. EHS will be putting new tags on all extinguishers on campus and are actively pulling and replacing extinguishers for 6-year maintenance.

### **New business** – No new items

Meeting adjourned time: 2:24 PM

**Next Meeting Date:** **October 16 @ 2PM**



## Safety Committee Meeting Minutes

October 16, 2024

**Recorder:** Katie VanSyckle

**Members Present:** Sandra Rogers, Katie VanSyckle, Cristie Lazart, Dave Huber, Brittany Clouser, Grace Reynolds

**Members Absent:** Nathan Breiner, Don Brinker, Justin Kutzman, Jodie Frey, Bob Meyer, Matthew Rosvanis

**Guests:** Marlene Gubler

***Review of meeting minutes from previous month*** – No committee comments on previous minutes

Introduction of new EHS Specialist, Marlene Gubler. Marlene will handle life safety including fire extinguishers, fire drills, assisting with emergency preparedness, shop safety, etc.

### **Recommendations List Review**

**7.2: Contractor use of Aerial Lifts** – No updates, awaiting policy.

**12.1: Smoking Policies and boxes:** No updates. Still under review.

**12.4: E-bike/Scooter Storage on Campus** - No Updates, awaiting policy.

**12.5: Animals on campus/inside campus buildings** – No Updates, awaiting policy.

### **Review of current injuries list**

No new injuries since last meeting

### **Building Inspections**

Building inspections continue to be completed by EHS. Minor safety issues are being addressed through emails and work orders.

Work will continue on revamping the Fire extinguisher program for efficiency. EHS will be putting new tags on all extinguishers on campus and are actively pulling and replacing extinguishers for 6-year maintenance.

**New business** – Jodie Frey had concerns of leaks in the Markle Deck that could cause slip and fall hazards in the bad weather. The issue has been brought to Project Manager, Emily Papp and Facilities who will be reviewing and responding before the colder months.

**NOTE:** EHS may be walking campus to find and make a list of smoke boxes on campus and have any removed that are not in the current approved policy.

**REMINDER:** Sign up for your Workplace Safety Committee recertification through PATHS

Meeting adjourned time: 2:10 PM

**Next Meeting Date:** **November 20 @ 2PM**





## **Safety Committee Meeting Minutes**

**November 20, 2024**

**Recorder:** Katie VanSyckle

**Members Present:** Sandra Rogers, Katie VanSyckle, Brittany Clouser, Bob Meyer, Grace Reynolds, Cristie Lazart, Justin Kutzman, Jodie Frey, Dave Huber, Matt Rosvanis

**Members Absent:** Nathan Breiner, Don Brinker, Marlene Gubler

**Guests:** No guests

***Review of meeting minutes from previous month*** – No committee comments on previous minutes

### **Recommendations List Review**

**7.2: Contractor use of Aerial Lifts** – Policy is written, still under review

**12.1: Smoking Policies and boxes:** Policy is written, still under review - Smoke Boxes are being removed as we see any that are currently approved. Please let us know if you see any that need to be removed to bring us in compliance per the current handbook

**12.4: E-bike/Scooter Storage on Campus** - Policy is written, still under review. Will be removed from agenda.

**12.5: Animals on campus/inside campus buildings** – Policy is written, still under review. Will be removed from agenda

### **Committee Discussions**

Jodie questioned if we should have target dates vs. completion dates and should we remove items from the recommendation list after they have been on so long

Sandra Rogers suggested creating guidelines on how long something should stay on the list. We will note progress on the meeting minutes. Do we want to discuss the time frame how long something stays on list per a group consensus. We make the recommendation, once the item is in process and there are no updates besides writing a policy. We could remove items because we've made our safety suggestions and policy is being worked.

There were no objections to removing the animals on campus and e-bikes items since policies are written and being reviewed

The Lafayette owned equipment issue will be left on our list since there are there are big insurance concerns regarding contractors using them without proper safety training. We will revisit the issue in January.

### **Review of current injuries list**

Hip Injury (Athletics) – Jumping while coaching, strained hip. No safety recommendations.

Finger Injury (Anthropolgy) – Using the handrail. No safety recommendations.

Back Injury (Facilities) – Throwing trash. Recommendation from EHS on proper ways to lift and dispose of trash properly. Suggestions on adding lifting documentation to EHS yearly safety training for custodians.

## **Building Inspections**

Building inspections continue to be completed by EHS. Minor safety issues are being addressed through emails and work orders.

Work continues on revamping the Fire extinguisher program for efficiency. EHS targeted completion date is January 19th. We have been putting new tags on all extinguishers on campus and are actively pulling and replacing extinguishers for 6-year maintenance.

## **2025 Priorities/Goals for Safety Committee**

**Sandra** will share the policies and procedures for the Safety Committee so everyone can review and make suggestions on adding to the scopes. The committee will discuss the policies in January after members have time to review.

**Sandra** suggested having an in-person meeting in April, perhaps a safety workshop for 2 hours with guest speakers.

**Sandra** discussed the EMS club trying to get more involved on campus, they are looking to do safety-oriented things. Perhaps we can have them do surveys, safety inspections, check things out on campus and send suggestions and concerns with their thoughts. Perhaps they can locate unapproved smoke boxes. They are trying to initiate a Heart Start program on campus. **Sandra** has reached out to Matt Bailey to see if he has any thoughts since he is their advisor.

**Brittany** suggested having them inspect AEDs on campus. **Sandra** stated we will keep that as an EHS responsibility since we also have AEDs in patrol cars and in bags within Public Safety.

**Dave** asked if the club is QRS not certified. **Dave** has dealt with licensing and wanted to know if the club had that certification. **Sandra** stated that the college does not want to go down the road of QRS. **Sandra** indicated that they respond to calls with Easton emergency squad, but Easton EMS is focusing on the business aspect vs. volunteers right now so students will continue with them starting next semester on Thursday and Friday nights as on campus volunteers.

## **New business**

**Matt** recommended having the blind spot mirrors cleaned in the Parking Decks due to limited visibility and suggested adding blind spot mirrors behind Lerch and DKE since he has witnessed near accident misses in these locations. Work orders will be created for cleaning the current mirrors in decks. **Matt** will provide a list of locations for new mirrors.

Meeting adjourned time: 2:41 PM

Next Meeting Date: **December 18 @ 2PM**

## Safety Committee Meeting Minutes

December 20, 2024

**Recorder:** Marlene Gubler

**Members Present:** Sandra Rogers, Katie VanSyckle, , Bob Meyer, Cristie Lazart, Justin Kutzman, Dave Huber, Julie Mule

**Members Absent:** Nathan Breiner, Don Brinker, Brittany Clouser, Grace Reynolds, Jodie Frey, Matt Rosvanis

**Guests:** No guests

**Review of meeting minutes from previous month** – No committee comments on previous minutes

### Recommendations List Review

**7.2: Contractor use of Aerial Lifts** – Policy is written, still under review

**12.1: Smoking Policies and boxes:** Policy is written, still under review - Smoke Boxes are being removed as we see any that aren't currently approved. Please let us know if you see any that need to be removed to bring us in compliance per the current handbook

### Committee Discussions

**Dave** mentioned a tripping hazard on the main walk-way of Pardee Hall, Conway Plaza. A custom block/stone that reads "Conway," is uneven and may need attention.

**Bob** stated it was a facilities function and he will look into this.

**Dave** discussed a consistent issue with a fire extinguisher being blocked by dining services, in Farinon near the freight elevator area. Items are often piled in front, so he put yellow caution tape on the floor in front of the extinguisher in hopes this may solve the issue.

**Bob** confirmed this issue, as well as mechanical rooms being blocked regularly

**Kate EHS**, will discuss with Sandra regarding sending an email to dining to keep the areas clear of carts and items that are blocking the extinguisher.

**Justin** requested spikes/cleats for the new employee's shoes.

**Cristie** mentioned this was a safety committee recommendation in previous years and should go through Scott K. and follow up with Sandra

**Kate** confirmed to follow up with Sandra

### Review of current injuries list

Wrist strain and knee contusion – employee tripped while walking up a curb. No safety recommendations.

Previous month - Back Injury (Facilities) – Throwing trash. Recommendation from EHS on proper ways to lift and dispose of trash. Suggestions on adding lifting documentation to EHS yearly safety training for custodians.

**December Follow up:** Conversation was had by EHS to the employee about safe lifting options. follow up from custodial supervisor suggesting emptying trash bags when half full multiple times per shift and asking for assistance that will be provided when needed.

**Cristie:** agrees with the open, positive communications and conversations on safer garbage handling options

### **Building Inspections**

**Kate** updated the committee on the building inspections, eye wash stations and the fire extinguisher program to be completed as scheduled by Jan. 19, 2025.

Building inspections continue to be completed by EHS. Minor safety issues are being addressed through emails and work orders.

Work continues on revamping the Fire extinguisher program for efficiency. EHS targeted completion date is January 19th. We have been putting new tags on all extinguishers on campus and are actively pulling and replacing extinguishers for 6-year maintenance.

### **Previously Discussed: 2025 Priorities/Goals for Safety Committee**

**Sandra** will share the policies and procedures for the Safety Committee so everyone can review and make suggestions on adding to the scopes. The committee will discuss the policies in January after members have time to review.

**Sandra** suggested having an in-person meeting in April, perhaps a safety workshop for 2 hours with guest speakers.

**Sandra** discussed the EMS club trying to get more involved on campus, they are looking to do safety-oriented things. Perhaps we can have them do surveys, safety inspections, check things out on campus and send suggestions and concerns with their thoughts. Perhaps they can locate unapproved smoke boxes. They are trying to initiate a Heart Start program on campus. **Sandra** has reached out to Matt Bailey to see if he has any thoughts since he is their advisor.

**Brittany** suggested having them inspect AEDs on campus. **Sandra** stated we will keep that as an EHS responsibility since we also have AEDs in patrol cars and in bags within Public Safety.

**Dave** asked if the club is QRS not certified. **Dave** has dealt with licensing and wanted to know if the club had that certification. **Sandra** stated that the college does not want to go down the road of QRS. **Sandra** indicated that they respond to calls with Easton emergency squad, but Easton EMS is focusing on the business aspect vs. volunteers right now so students will continue with them starting next semester on Thursday and Friday nights as on campus volunteers.

### **Previously Discussed: New business**

**Matt** recommended having the blind spot mirrors cleaned in the Parking Decks due to limited visibility and suggested adding blind spot mirrors behind Lerch and DKE since he has witnessed near accident misses in these locations. Work orders will be created for cleaning the current mirrors in decks. **Matt** will provide a list of locations for new mirrors.

In conclusion, **Kate** reminded the committee of The Workplace Safety Committee Initial or Recertification Training available on PATHS.

Meeting adjourned time: 10:30 AM / Next Meeting Date: **January 15th @ 2PM**