Safety Committee Minutes  

*Thursday, April 20, 2017, 2-3pm*

**Present:** Wayne Brown (Chair), Jonathan Cooper, Wayne Eisenhuth, Kell Fahrner-Scott, Elisabeth Haase, Lori Hatfield, Karyn Jeffrey, Natalee Johnson, Randie Johnson, Dee Menning, Steve Romensko (and Sarah Weiler, for Andrea Robinson), Mikki Showers, Joe Udelhofen, Lanhao Yang

**HR Incident Report**

Karyn Jeffrey (HR) gave the incident/injury report – twisted knee from ladder encounter, mild hand burn from pipe hot water condensation through gloves, tailbone injury of student life guard slipping on pool floor, cut thumb of library student worker using English knife to open box. Joe mentioned he recently offered training to students in the library using knives (though the training was specific to a different kind of knife than the incident).

**Action item:** Mikki offered to emphasize safety on slippery surfaces to her student workers.

**Risk Management Report**

Randie Johnson gave the risk management report – injured ankle of a contractor from a fall while working at Weitz Center (operator error, handled through contractor), bike theft with cable lock missing, small ash tray fire at Watson (put out by a couple glasses of water), and two incidents of students being on rooftops (Sevy and Davis; they got to rooftop by breaking lock on dorm windows). Randie reported that she checked with the Business Office and they show just one fine of $120 collected for roof access. The Committee discussed measures to deter students from going on to rooftops: Could Res Life benchmark with other institutions to see what they do? Would increasing the fine (presently at $200) make a difference? Would clearer signage help? Res Life Steve Romensko and Sarah Weiler asserted that the present fine is comparable to or higher than other institutions, and that an increased fine will likely not greatly deter those who really want to get to the roof. Rather, a better course of action may be making the message clearer, and targeting the message to those students or places most susceptible.

**Action items:**

a. Res Life will check into present signage to verify that any stair access to roof warns of the fine associated, and communicate their findings to Wayne B.

b. Res Life will compile a list of which res hall windows open to the roof and target an email to those students.

c. Natalie Johnson will talk to the SHAC counselors to learn of jump sites named by suicidal students (with probably follow up by the committee to ensure those places have appropriate signage and strongly limited access).

**Fire Code Occupancy Capacity Update**

Wayne reported that Winter and Spring terms registration were nearly completely in compliance with fire code occupancy capacities. There are some issues in CMC concerning the logistics of technical
spaces (infrastructure that needs attention). Wayne, Emy Farley (Registrar), Steve Spehn (Facilities), and Noel Ponder (Scheduler) have walked through the academic areas to confirm size/square footage and compare with fire code. Gretchen Hofmeister and Steve have supported the progress and reported it to the leadership. A Classroom Committee is now looking at laboratory and auditorium spaces with fire code occupancy numbers in mind. Assigning fire code compliant class sizes to non-Registrar (“Department owned”) spaces remains an important objective.

**Student/Student Employee Illness/Injury Report Form**

After meeting with Karyn (HR), Mikki (Rec Ctr), Wayne E. (Security, Advocate report), Facilities, EHS, Wayne offered an updated flowchart and form (draft forms, before updates from the meeting, are attached to the minutes).

To the question of “why do we need this form?” it was reiterated that the intent of this form is to catch previously unreported incidents (i.e., those not reported to security) and to unify the process by combining various existing forms used by different entities.

In discussing the flowchart, it was clarified that the Advocate report will NOT go away: if Security responds to an incident they will use their existing processes. For most other incidents, the hope is that this form, that will be available online, will be used. It will help configure the routing of the form (via OnBase forms/workflow) so that it gets circulated to the needed offices and/or individuals.

There were some questions: do all head injuries and sexual assaults need to be reported via this form and/or ultimately to our insurance company? Natalee explained SHAC’s confidentiality, HIPAA indications, and SHAC practices. There was also a question about whether the form has any FERPA ramifications. Because this meeting determined that the proposed form will not be used as a substitute or direct information source for Advocate Reports, any FERPA sensitive information requested in the present draft of the form can be removed for the final draft. Additionally, if the student self reports an injury/illness using the form, do we need clarity around who has access to the form and whether there will be follow up?

*Action items:*

a. Randie will send to the Committee the language from the College’s insurance to clarify question of what injuries MUST be reported to the insurance company.

b. Dee will ask Emy to take a look at the form for FERPA ramifications and Wayne will follow up with her.

c. Wayne will ask someone from the Dean of Students office to come to explain their process of how incidents are handled (who gets notified, what action is taken, etc.)

**Upcoming Meeting**

The last meeting for AY 2016-2017 is at 2pm in Sayles-Hill on May 11, 2017. Wayne has asked Elisabeth to lead the meeting in his absence, and will ask **Elisabeth to send out a calendar invite** to the Committee members.
**STUDENT INJURIES & ILLNESSES:**
- **MANDATORY REPORTING** of class/course related (e.g. labs, studios, school events, field work, trips, etc.) occurrences.
- **RECOMMENDED REPORTING** of on-campus, non-work related (e.g. slip/fall, burns, cuts, loss of consciousness, etc.) occurrences.

**STUDENT WORKER INJURIES & ILLNESSES:**
- **MANDATORY REPORTING** of all injuries, illnesses, and accidents that occur while performing work-related duties during one's shift.

**REPORTING PROCESS**
Onset of injury or illness

**REPORT TO** (available options):
1. Instructor (if applicable)
2. Make appointment with SHAC (if desired)
3. Call Campus Security

**REPORT IMMEDIATELY TO** (available options):
1. Supervisor, Instructor, other Authorized Person
2. Call Campus Security

**RECEIVE FIRST AID**
(from Campus Security or Authorized Provider)
*Student maintains all rights to refuse care if desired*

**FIRST AID IS SUITABLE**
- YES
- NO

**COMPLETE INJURY FORM WITHIN 48 hours (or at earliest feasible time)**

**MANDATORY FOR WORKERS**
- SECURITY WILL CONTACT EMS
- VISIT PERSONAL PHYSICIAN OR CLINIC
- VISIT ER

*Fill out advocate form*
Student/Student Employee Illness/Injury Report Form

1. Student Name DROPDOWN LIST HERE? Student ID #

☐ Student Employee? CHECK BUTTON IF INCIDENT OCCURRED DURING STUDENT EMPLOYEE RESPONSIBILITIES

Provide the following:
- a. Supervisor Name (if applicable)
- b. Current position of student employee
- c. Start time of work shift

2. Date of Injury/illness: Time:

3. Campus location of incident (building and room # if applicable) DROPDOWN LIST HERE?

4. Course or Event /Instructor’s Name (if applicable)

5. Name and contact info of witness(es)

6. List illness or body parts injured and current symptoms (please indicate when first experienced pain/discomfort and prior medical issues related to this injury/illness):

7. Indicate on the diagram the location of the injury (Click each square that applies):

FRONT
- □ Head
- □ Chest
- □ Arm
- □ Abdomen
- □ Leg
- □ Foot

REAR
- □ Head
- □ Back
- □ Arm
- □ Leg

Front Back
8. Describe in detail the job/activity being done prior to the incident and how the illness/injury occurred.

(Click each below that applies)
☐ Were you struck by anything? If yes, please specify:
☐ Did you slip and fall?
☐ Did anything unusual happen? If yes, please specify:
☐ Were you lifting something? ☐ Did you continue to work?

Note any equipment or other items involved:

9. ☐ Was Personal Protective Equipment properly used? Please list equipment:

Can you suggest how this could have been prevented?

10. ☐ Was medical care given? If so, please describe and provide name of caregiver(s), if possible.

   Campus Security called ☐ Yes ☐ No
   Area Director called ☐ Yes ☐ No
   Alcohol Involved ☐ Yes ☐ No
   Drug(s) Involved ☐ Yes ☐ No
   Medical Transport ☐ Yes ☐ No

11. ☐ Was the injury/illness reported to instructor/supervisor or SHAC? If so, please provide name, date, and time

12. Did injury or illness result in absence from class and/or loss of student work time? If so, please provide dates, classes, and times.
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<thead>
<tr>
<th>Name</th>
<th>Sign Your Name</th>
<th>Phone #</th>
<th>Department</th>
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<tbody>
<tr>
<td>Nancy Braker</td>
<td></td>
<td>4543</td>
<td>Director of Cowling Arboretum</td>
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<tr>
<td>Wayne Brown</td>
<td></td>
<td>7554</td>
<td>Chair of Safety Committee, Chemical Hygiene/Radiation Safety Officer</td>
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<tr>
<td>Jonathon Cooper</td>
<td></td>
<td>4401</td>
<td>Technical Director, Geology</td>
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<td>Jack Coyne ‘20</td>
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<td>Student-at-Large</td>
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<tr>
<td>Wayne Eisenhuth</td>
<td>Wayne Eisenhuth</td>
<td>4427</td>
<td>Director of Security Services</td>
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<td>Christine Esterl</td>
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<td>4536</td>
<td>Weitz Center Technical Director</td>
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<tr>
<td>Kell Fahrner-Scott ‘17</td>
<td></td>
<td>415-451-0144</td>
<td>Student-at-Large</td>
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<tr>
<td>Elisabeth Haase</td>
<td></td>
<td>4146</td>
<td>Manager, Environmental Health &amp; Safety Compliance</td>
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<td>Lori Hatfield</td>
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<td>Custodial Services Supervisor</td>
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<tr>
<td>Karyn Jeffrey</td>
<td></td>
<td>4174</td>
<td>Associate Director of Human Resources</td>
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<tr>
<td>Natalee Johnson</td>
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<td>7494</td>
<td>SHAC</td>
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<td>Randie Johnson</td>
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<td>4178</td>
<td>Purchasing and Risk Manager</td>
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<td>Gerald Krause</td>
<td></td>
<td>5492</td>
<td>Technician in Studio Arts</td>
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<td>Dee Menning</td>
<td></td>
<td>4441</td>
<td>Sponsored Research Grants &amp; Compliance Specialist</td>
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<tr>
<td>Mitch Miller</td>
<td></td>
<td>4220</td>
<td>Maintenance Manager</td>
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<td>Andree Robinson</td>
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<td>5465</td>
<td>Director of Residential Life</td>
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<tr>
<td>Aaron Rushing</td>
<td></td>
<td>4051</td>
<td>Professor of Physical Education, Athletics and Recreation</td>
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<tr>
<td>Mikki Showers</td>
<td></td>
<td>4481</td>
<td>Director of Recreational Sports &amp; Manager Recreation Ctr</td>
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<td>Cindy Spehn</td>
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<td>4261</td>
<td>Adm. Assistant to College Librarian</td>
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<tr>
<td>Joe Udelhofen</td>
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<td>6826</td>
<td>Environment Health and Safety Specialist</td>
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<tr>
<td>Lanhao Yang</td>
<td></td>
<td>4416</td>
<td>Laboratory Manager and Instrument Technician, Chemistry</td>
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