

Annual Report
2000 - 2001
Campus-Wide Safety Committee

DATE: July 16, 2001

TO: Jamieenne S. Studley, President

CC: Karl W. Broekhuizen
Safety Committee Members

FROM: Campus-Wide Safety Committee
Chris Kaczmarek, Chair Anita Bikowitz
Loretta Parsons Mona Hall
John Cunningham Dennis Conway
Paul Davis Kathy Carter
Richard Bussert Kim Bombard
Glenn Egelman

SUBJECT: 2000-2001 Annual Report

Attached, please find our 2000-2001 Annual Report. Please note, also included is the Annual Report of the Skidmore Security Advisory Committee – a subcommittee of the Campus Safety Committee. This subcommittee was formed in response to the NYS Lavelle/Sullivan Act requirements.

Members of the Committee would be happy to answer any questions and or be available to discuss our findings and recommendations further at your request.

I. Summary of Activities

The Committee continued to meet monthly for 90 minutes throughout the academic year. The focus and emphasis of our work continued to take two distinct tracks: policy/procedure development, and data review, analysis and trending. Quarterly reporting was also initiated this year for the departments of Food Service, Campus Safety, and Facilities Services.

a. Policy/Procedure Development

A great deal of time was spent on bringing the College's Hazard Communication activities into a more cohesive program. A revised and updated program was written and approved by the Committee and an implementation plan, led by Paul Davis and Loretta Parsons is currently in progress. The program implementation includes the creation of a hazard materials inventory by department, automation on the web, training, support for staff, centralization and quick access to information for building occupants and the local fire department, and the creation and centralization of OSHA required paperwork. This work is expected to be completed by early fall.

The leadership of both Paul Davis and Loretta Parsons on this initiative has been exemplary, and their contribution to the college community's health and safety should be noted.

A second major initiative undertaken this year by the Committee included an assessment of the College's EPA regulation compliance. This was in response to a recent emphasis by the EPA to focus their enforcement efforts at the college & university level. To assist us, we engaged the services of John Edgar, Marsh USA.

His report offered a number of opportunities for the campus, most notably around fume hoods in Dana Science Center; the need for a SPCC plan; modification of our satellite waste accumulation methods and documentation; and emergency planning, response and evacuation (full set of recommendations is attached).

In response a small subgroup was convened by Chris Kaczmarek to develop an action plan, that included assigning accountability and completion dates. Richard Bussert, Dennis Conway and Janis Ritorto have taken accountability for many of the action items. Completion dates are staggered through the remainder of the calendar year.

The Safety Committee will keep this topic as a standing agenda item and monitor to completion.

The Committee also spent time developing and reviewing a draft ergonomics program, in response to pending legislation. Although the Bush administration ultimately stopped this legislation, the Committee felt that from a safety perspective, a strong ergonomics program could help avoid disabilities for our employees. We will most likely finalize this proposed program in early fall of 2001.

Towards the end of the academic year, the Committee also took the opportunity to re-look at the College's Blood Borne Pathogen Policies and procedures, and found them to be inconsistent with current requirements. Glenn Egelman will facilitate an improved program and documentation on behalf of the Committee. A preliminary draft is expected in early fall.

And finally, the Committee began a review of the Campus Fleet Safety activities. This is an area of concern, based on an analysis of several years of accident data; and a review of current documented policies and procedures.

This area has been targeted by the Committee for heavy emphasis during the 01-02 academic year. We have engaged the loss control services of the College's new insurance carrier to assist us. Work will begin August 2001.

Additionally, the Committee continues to work to completion of policies/procedures for:

- Respiratory Protection
- Personal Protective Equipment
- Spill Prevention

b. Issues/Trends

Unrelated to specific policy/procedure development, the Committee also addressed the following issues:

- 15 Passenger Van roll-over:
Notification by NHTSA that the use of 15 passenger vans, used heavily by College sports team, etc. could provide a safety hazard because of the propensity to rollover. The Committee is looking at their use by the Skidmore Community, and discussing whether a policy change is in order. The issue is expected to be brought to conclusion by our first meeting in September 2001.
- Campus Safety Advisory Committee:

The committee reviewed the final report and endorsed the recommendations proposed.

- Accident Prevention:

Discussions with the department of Food Service and Facilities Services were initiated to identify ways to reduce accidents, and workers' compensation injuries.

- Violations:

Two violations were received by the College and reviewed by the Committee – one (1) from OSHA and one (1) from the FAA. The Committee reviewed the corrective action plans by each of the departments involved, and found them to be acceptable. Both violations and corrective action plans were resolved satisfactorily with OSHA and the FAA.

II. Recommendations

The Committee's recommendations for the 01-02 academic year are as follows:

- Complete work on Hazard Communications Program in early fall of 2001.
- Complete EPA compliance audit recommendations.
- Design/implement a more comprehensive Emergency Planning/Evacuation Program.
- Update/implement a College Wide Blood Borne Pathogens Program.
- Implement a comprehensive Fleet Safety Program.
- Initiate a college-wide Ergonomics Program.
- Initiate Incentives and Safety Programs to minimize Worker's Compensation losses.