

# **Annual Report**

## **2002-2003**

### **Campus Wide Safety Committee**

The Committee continued to meet monthly for 90 minutes throughout the academic year. The focus of our work, consistent with the last several years, has been policy/procedure and safety data trend analysis. Quarterly reporting for the departments of Food Service, Campus Safety, and Facilities Services also continued. Additionally, the Committee completed its annual review of the Chemical Hygiene Plan, Radiation Safety Committee summary, and the Skidmore Security Advisory Committee recommendations.

#### **A.) Policy/Procedure Development and Implementation**

The Committee put the finishing touches on several policies this year including Hazard Communications, Hazardous Waste Management, Blood Borne Pathogen Management, Motor Vehicles (including 15 Passenger Vans), and Ergonomics.

A Safety Manual containing a copy of each of the new policies was created and distributed to all departments on campus in Feb. 03. Additionally, a web site was created for on-line policy access for all employees at <http://www.skidmore.edu/administration/business/safety/index.html>.

Mandatory training programs for Hazard Communications and Hazardous Waste Management were developed and are being conducted for required non faculty staff this summer. We expect to have non faculty training approximately 50% completed by Sept 1st. Faculty sessions are being scheduled for fall 03. Janis Ritorto, from the Department of Chemistry is conducting these sessions.

Implementation of all approved policies remains in progress.

#### **B.) Emergency Response Planning**

The Committee continued to work, in conjunction with the ad-hoc emergency planning group, reviewing plan drafts, and receiving oral summaries of progress. The plan is nearing completion, and a simulation event used to evaluate the plan is underway and will be completed this summer.

#### **C.) Regulatory Compliance Activities**

During the 01-02 academic year, the Committee retained a consultant to conduct a survey to assess compliance, should the College be audited by the EPA. This was done in response to media coverage indicating that the EPA had chosen to focus its regulatory efforts on College and Universities. The Committee received a comprehensive set of recommendations, many of which were labor intensive or required some capital or operating expenditures. A work plan was created, and accountabilities were assigned. Although significant work was completed on these recommendations, the EPA visited the College in March, 2003.

A three day EPA audit was conducted, and the College was advised that there were some areas that did not meet full compliance requirements, which could result in citations/fines. It should be noted that these areas were not life safety violations, and that no other agencies (i.e. OSHA, NYS) were called. We were also advised that due to their current backlog, we may not hear any follow-up for 6- 9 months.

#### D.) Workers' Compensation avoidance activities

The Committee continued to administer the worker's comp avoidance program.

The program began in April, 2002 and was initiated to recognize safe work practice and commitment to safety among our union employees. Data was reviewed in May, 03, to assess the effectiveness of the program. It was determined that lost work days were significantly reduced, and that there was an overall reduction in the number of accidents occurring on the job. Given the nature of accidents, it was felt that a definitive cause and effect could not be determined, but a recommendation to continue the program for another year was made and approved by the Committee. Positive response by employees about the program was also a factor in the decision to continue for an additional year.

#### E.) Other issues addressed by the Committee

The Committee also looked at several additional issues which will most likely be a part of this year's work agenda including Toxic Mold, vehicle post accident review, latex glove use, greater faculty participation in the Safety Program, first responders for small quantity spills, and uniform labeling of hazardous waste. Additionally, should we receive any violations as a result of our recent EPA visit, the Committee will take a very active role in overseeing activities to bring the College into compliance.

#### 2002-2003 Membership

Chris Kaczmarek Business Services, Chair  
Paul Davis Art / DOF representative  
Loretta Parsons Biology, Faculty representative  
Janis Ritorto Chemistry, Faculty representative  
Jamie Cherry Food Service  
Richard Bussert Facilities Services  
Dennis Conway Campus Safety  
Anita Bikowitz Advancement/ Support Staff representative  
Kathy Carter Human Resources  
Alena Lorens-Myers Human Resources, alternate  
Peter Sickler Local 200D representative  
Glenn Egelman, MD Health Services  
Kim Bombard Recording Secretary