

SKIDMORE

C O L L E G E

2004-2005 Annual Report Safety in the Workplace Committee

The Safety Committee continued to meet this year for 90 minutes, but moved to meeting schedule of every other month. Our work, again this year, focused on the College's compliance with regulatory requirements as well as strengthening the College's general safety policies and procedures. Quarterly reports were also received and reviewed from the departments of Dining Services, Facilities Services and Campus Safety. Additionally, the Committee completed its annual review of the Chemical Hygiene Plan, the Radiation Safety Committee activities, the Skidmore Security Advisory Committee recommendations, a quarterly review of our workers compensations accidents and claims, our motor vehicle accidents and a summary of our hazardous waste pick up issues.

A. Policy/Procedure Development and Implementation

- The *Comprehensive Emergency Management Plan* nears completion, although some operational and implementation issues remain. A laminated check sheet for the campus is in development and should be completed by the start of the 05-06 school year. Dennis Conway anticipates an opportunity for the College to participate in a community wide drill which will test portions of our emergency planning, as well as how well the community response teams respond to a campus emergency. He is hopeful, that this can be coordinated for the fall of '05.
- The Committee addressed the question of the proper procedure for disposing of non biohazard sharps and evaluated the Fisher brand Glass-Disposal Box, which has been used by the Chemistry Dept, for many years for this purpose. It was felt that this was a good solution for campus wide use, and a memo was distributed to the campus recommending that all departments use these boxes for disposal of broken glass that is not hazardous.
- Hazardous Waste/ Hazardous Communication training continued during this time period, and the committee continued to track departmental compliance to this requirement. We are nearly 100% compliant, with scheduling issues complicating full compliance. We will continue to offer this required training on an annual basis.

B. Regulatory Compliance Activities

- The Committee continued to oversee compliance to the corrective action plan that was created following the recent EPA visit and subsequent fine. Significant improvement was achieved, but will require on going vigilance

from all to ensure continued compliance. The committee did engage a private consultant to conduct a follow up “EPA-like” audit, and received the results in early May. Although significant compliance has been achieved, some opportunities for improved compliance remain. An action plan was created and initiated and results will be reviewed at the first committee meeting of 05-06.

- The Committee reviewed issues related to several Fire Inspections that have resulted in fines for the campus, for repeat violations. Matt Baker, Facilities Services Director, is leading the corrective action plans to ensure compliance.

C. Other Activities

- *Motor Vehicle Accidents*- the Committee continues to look for corrective strategies related to two trends that have been identified relative to motor vehicle accidents. The trends identified include: accidents while “backing up”, and rental car accidents.
In response to the issues with backing up, a specially designed training course was developed by Larry Britt in campus safety and was required for all individuals driving Skidmore vehicles. We are currently exploring a similar strategy for defensive driving techniques when driving in unfamiliar areas.
- *Workers’ Compensation Accident Trends*-overall accident reduction continues to trend positively. Quarterly review of these accidents continues. The Committee did make a recommendation that the current monthly drawings for safe work practices be continued for an additional year. Although no direct cause and effect can be definitively determined, it was felt that the drawings are most likely contributing to our positive downward trending.
- *Chemical Inventory System*- the Committee was advised by the IT department that the platforms for the current chemical inventory systems were very unstable. These systems had been internally designed, and because of their design, would not have the ability to talk to one another. This was particularly problematic in fulfilling the need to have our chemical inventory available to local emergency agencies. The IT staff highly recommended that we pursue a new, off the shelf product that would allow us to move the complete College inventory to one system. The Committee formed a subcommittee to evaluate potential products and to make a recommendation. The subcommittee membership, in addition to Safety Committee members, included representatives from the Sciences, Art, and all high volume users. The subcommittee recommended that the College purchase a product called Vertere, at a cost of \$25,000. Carol Schnitzer, Purchasing Director, has assumed the role of system administrator, capitalizing on her background in engineering. The system will be phased in over a period of months.