

**2006-2007 Annual Report
Safety in the Workplace Committee**

During this academic year, the Committee continued its every other month meeting schedule, in an effort to better utilize our members' time. For the first time in several years, our membership was fully complemented with active student and faculty representation and participation, and as is our history, we tackled many and diverse topics. This year, we also welcomed Loretta Greenholtz, to the Committee. Academic Safety Officer is a position that was actively endorsed and supported by this group and we believe that her contributions will be enormously helpful in furthering the work of this committee.

A. Policy/Procedure Review, Development and Implementation

1. Emergency Management Planning

The Committee continues to provide feedback, support and guidance to the very active campus emergency management effort led by Dennis Conway. This included the review of a CEMP building /safety coordinator proposal, regular updates on the pandemic flu planning initiatives, review of the early drafts of the pandemic flu guidelines being developed for distribution and information, and the participation in a table top planning exercise that was held January 4th, 2007. This planning exercise proved significantly helpful in identifying where future planning efforts should be focused, and ultimately resulted in a reconfiguration of the Emergency Management planning/ response team. This reconfigured team and work group have continued to work very actively and successfully in planning efforts.

As a result of the tragic Virginia Tech shooting, Dennis Conway also reported and spearheaded several initiatives to improve mass communication on the Skidmore Campus in the event of a similar incident. Two new initiatives will be initiated and implemented for the 07-08 Academic year, and they include the purchase and use of a mass text messaging system, and the installation of a siren for emergency communication.

2. Bio Hazardous and Medical Waste Policy Development

The Committee identified a need to develop a policy for the proper handling and disposal of biohazardous materials after discovering that this is a gap in our materials handling programs.

Although there are only a few areas on campus that this will apply to, it was clear that we need a safe and consistent procedure for handling and disposing of this kind of waste to protect our employees. Pam Houle will lead a small group to develop a policy, and corresponding training program for implementation in fall 07/08.

B. Regulatory Compliance Activities

1. NYS Fire Inspection

The annual NYS fire safety inspection report was not available to the Committee prior to semester break, but a verbal report indicated that the inspection appeared to be going well, with a primary focus on the residential halls.

2. Skidmore Advisory Committee Annual Report

The Committee reviewed the annual report and recommendations of the Security Advisory Committee, submitted in compliance with the NYS LaValle- Sullivan Act. The Advisory Committee meets 3x per year to review current campus security policies and develop recommendations for improvement. All recommendations were endorsed by the Safety Committee.

3. Radiation Safety Annual Report

Skidmore's radiation program is licensed under the NYS Radioactive Materials License 1134.

The program is guided by the Radiation Safety Committee, whose members include the College's radiation safety officer, two additional users, and a non-departmental chair. This year, at the previous urging of the Safety Committee, the radiation safety committee completed a written protocol for first responders for spills and other radioactive emergencies to be used by campus safety in responding and or contacting other response agencies and personnel.

Additionally, the radiation safety committee reported that as part of the biennial inspection of radiation-producing equipment by NYS, the College received one violation for failure to provide adequate oversight in the use of the bone densitometer. The violation was addressed to the satisfaction of the DOH.

4. Chemical Hygiene Plan, Annual Review

Loretta Greenholtz, Academic Safety Officer reported that following her review of the current chemical hygiene plan she will be initiating and completing a new approach that she believes will be more effective in creating plans that are user friendly and department specific as well as better meet the spirit of the regulatory requirement. Her plan includes working with each academic chair to develop a department specific plan, and to identify a chemical hygiene officer for each applicable dept. Plans will be updated annually. The Committee supported and endorsed this approach.

C. Employee Accident/ Workers Compensation Claim Management Activities

During this Academic year, the College's Safety program was audited by a team from Marsh- the insurance broker who administers the College's workers compensation plan. The comprehensive audit was very complementary in its findings about our overall program, calling it exemplary.

There were, however, a number of recommendations associated with best practice that were generated from this review for our consideration. The Committee agreed that we would like to consider the recommendations, and created a small subgroup to meet during the summer months and provide a report to the larger Committee in the fall.

Additionally, the Committee continued its review of accident trends and noted a negative trend in both back injuries and knife injuries in the dining hall. Both the facilities and dining services departmental committees have developed additional training programs to address these areas.

We will continue to monitor the numbers and hopefully the positive impact of the corrective actions implemented.

D. Quarterly Departmental Reports

The Committee continued its practice of reviewing on a quarterly basis, a number of departmental and program reports. They include dining services, facilities services, motor vehicle accident trends, campus incident statistics and trends, as previously noted workplace accident statistics and trends, and hazardous waste disposal issues and trends. We have also received regular status reports regarding the on going implementation of an automated chemical inventory system

Most notable this academic year, was a much improved dining services committee who has been reviewing all accidents, identifying issues and conducting additional training, and improved communication about the importance of safety in the workplace. A primary focus for this group was on improving the use knives by students.

Facilities Services continued a very proactive approach to safety, in securing the services of a consultant to assess compliance with OSHA Health and Safety Compliance. The audit found very strong compliance, with several suggested recommendations. Implementation plans have already begun.

The Campus Safety incident report identified only one area of concern, and that was the scheduling of back to back events on Fun Day resulting in additional incidents of drunken criminal mischief. A scheduling change will be initiated for next year.

A very positive trend that we saw in review of the motor vehicle accidents report is a significant decline in # of accidents. One area of focus will be to provide additional training for individuals who drive College vehicles with trailers (specifically Crew and Riding program).

L. Britt is working on a program which should reduce accidents even further.

And finally, in review of the Hazardous Waste program data, the Committee learned that .6 ton was disposed of last year, the main accumulation area was reorganized for improved efficiency and a new vendor was hired to improve pick up and disposal services. Ongoing efforts to minimize cost and reduce waste continue.