



Safety in the Workplace Committee Annual Report 2007-2008

The Safety in the Workplace Committee met five times during the 2007-2008 academic year. In addition, a number of subcommittees met to support the work of the Committee and to prepare issues and topics for review. As part of its standing work, the Committee also reviews a number of quarterly, biannual and annual department and program reports to identify trends, potential safety issues, and emerging challenges/opportunities.

The following is a summary of the year's work, and evidences a successful and productive year.

Major Items Addressed:

Workers' Comp Gap Analysis: Work continued in reviewing and implementing recommendations received by the College from the Marsh Risk Consulting Group. The gap analysis process evaluated 40 WC cost control best practices with the purpose of identifying opportunities to improve the College's overall cost control activities. This analysis is a requirement of the College's participation in the NY Colleges and Universities Risk Management self insured trust, and is conducted biannually. A number of the recommendations were embraced by the Committee, and a subcommittee was formed to look at implementation.

They include a recommendation to establish more quantifiable goals at the department level, to increase accountability and visibility for ensuring a safe work place at the department supervisory level, including safety measurement indicators in the annual performance reviews of supervisors, and providing annual training for supervisors to set expectations and review program objectives. The Committee is prepared to set quantifiable goals for the 2008-2009 academic year, and is planning to hold a new training program for department supervisors/ directors in mid to late fall. Additionally, the Committee will continue to review accident trending reports to identify trends areas of opportunity for improvement.

Dorm Fire Prevention: As a result of receipt of a summary report for the 2007 fire inspection, the Committee identified a concern about fire prevention efforts in the dorms noting that there were three fires in the dorms during the past year. The Committee noted that the violations continued to repeat despite active fire prevention efforts with students and summer guests.

The Fire Marshall continued to express concern about lack of documented follow up.

A special one topic meeting was held with the Director of Residential Life to discuss their current efforts, to share the Committee concerns, and to brainstorm additional prevention strategies.

As a result, a new process was implemented which includes a new written notice of violation for the students, and a documented follow up to ensure compliance. Additionally a fine system was also implemented for repeat offenders.

A review of summer program policies evidenced strong written communication materials, and a structured process for frequent compliance checks and effective follow-up procedures. No additional recommendations were given.

Biohazard Communication/ Biohazard Waste Disposal Procedures Policy: In October, 2007

The Committee introduced a campus policy that addresses the proper handling and disposal of biohazards. Training sessions were conducted by staff in Health Services for all employees and supervisors who use, or potentially may come into contact with, biohazard materials in their daily work. This policy was a year in development, and the Committee recognized Pam Houle for her excellent leadership in leading this effort.

Chemical Inventory Automation: The Committee continues to oversee the Vertère roll out to fully automate our chemical inventory. As of May 2008, all Priority I departments (Biology, Chemistry, Art), are up and running. Priority II departments (Facilities Services, Athletics/Pool Geosciences, Exercise Science, and Psychology) remain in progress. Remaining areas not yet scheduled. We continue to work with the SS Fire/Police depts., Saratoga Hospital, EMS, and Saratoga County Emergency Management to provide a timely annual update of our Chemical Inventory so that in the event of an emergency these entities can more effectively respond.

Smoke Free Apartments: The Committee was asked to take up the question/policy of smoking in the residential apartments on campus, which was currently permitted despite a policy that prohibits smoking in the dorms. The committee unanimously endorsed making all residential dorms smoke free. This policy will be effective for the 2008-2009 academic year.

Departmental/Program Reports:

Hazardous Waste Removal Annual: It was reported 2.6 ton of hazardous waste was removed this year, at a total cost of \$77,677, which was 2 tons greater than the previous year. All E-techs have now been certified to remove waste. Loretta Greenholtz has been working actively with academic departments to dispose of chemicals left by non returning faculty, as well as working to update the current hazardous waste policy.

Facilities Services: Summarized and reported to the Committee the extensive training schedule that has been implemented for departmental employees, as well as a number of special projects such as a campus lighting inventory and review (in concert with Campus Safety). Additional safety initiatives implemented included new safety procedures for moving furniture, completion of confined space training and the purchasing of new equipment.

Employee Accident Summary and Trending: The Committee reviewed a quantitative report showing several years of data regarding employee accidents with lost time. Departments of concern remain Facilities and Dining Services. The Committee noted with concern that accidents with lost time are increasing, while employees on modified duty appear to be decreasing. Recommendations, that will be pursued, include the creation of a subgroup to identify a new incentive program to re-focus employees on safe work practices, as well as including an emphasis on the importance of identifying modified work assignments (whenever possible) during the new supervisory education session referenced above. Additionally, the Committee will work to set some quantitative improvement goals in 9/08 at the beginning of the 08-09 academic year to better measure impact of heightened awareness and our education efforts.

Motor Vehicles Accident Summary and Trending: The Committee was advised that the number of accidents with rental cars continues to increase, and discussed ways to impact this upward trending. Discussed was the consideration of a requirement to have a GPS included in certain rentals, and or a safety awareness course developed specifically for individuals driving unfamiliar roads. A training session will be explored with Campus Safety staff.

Dining Services: The Dining Services report summarized that 07-08 had been a very successful year in sustaining an effective departmental committee after a number of false starts. Safety activities within the department focused on a review of all accidents, a more immediate response to concerns, better engagement of staff in ensuring a safe work place, and improved procedures to minimize accidents. The Committee recommended an enhancement to the report that included more quantitative data, a training schedule, and annual improvement goals.

Campus Safety: The Committee reviewed the annual trending report associated with incidents on campus. Positive trends noted by the Director include an overall downward trending of incidents, as well as a significant decrease in the number of drug violations cited.

Additionally, the Committee reviewed the Annual Security Advisory Report – submitted by the Security Advisory Committee. This subcommittee is required by the NYS LaValle-Sullivan Act to review campus security policies and make recommendations for their improvement.

Other Issues/Activities:

The Committee also reviewed the Annual Radiation Safety report including the details surrounding a NYS visit, the Annual Chemical Hygiene Plan, and began plans to create an on-line hazardous communications training module. In addition we also received regular updates on emergency management activities.

The Committee wishes to thank Kim Bombard, Committee Recording Secretary, for her continued assistance this year.

Respectfully Submitted,

Christine Kaczmarek, Chair

07-08 Committee Membership:

Christine Kaczmarek	Chair
Paul Davis	Art Dept/ Dean of the Faculty Office Rep.
Bonnie Rolon	Dining Services
Dan Rodecker	Facilities Services
Dennis Conway	Campus Safety
Rosanne Sammler	Support Staff Rep.
Alena Lorens-Myers	Human Resources
Marlene Williams	Local 200 United Rep.
Pam Houle	Health Services
Christine Kopec	Management & Business/ Faculty Rep
Elizabeth Putnum	Social Sciences Librarian/ Faculty rep
Loretta Greenholtz	Academic Safety Officer
Carol Schnitzer	Purchasing Services/Chemical Inventory Project
Kim Bombard	Recording Secretary