

SKIDMORE

C O L L E G E

Safety in the Workplace Committee

Annual Report-10/11

The Safety in the Workplace Committee met six times during the 10/11 academic year. Consistent with previous years, the Committee's work is supported by the work of subcommittees formed around a particular topic or issue, and whose work and recommendations are prepared for full Committee review. Additionally, as a part of its standing work, the Committee reviewed a number of quarterly, biannual and annual department and program reports to identify trends, potential safety issues and emerging challenges and opportunities.

A summary of the Committees' work this year is as follows:

1. Workplace Accident Reduction:

The Committee continues to focus considerable attention on reducing workplace accidents, however, accidents continue at an alarming rate. A subcommittee formed to review each accident as well as the post-accident Superiors Accident Investigation Report for each, continued to meet regularly to try to identify trends and opportunities. Subcommittee membership includes Safety Committee members as well as the front line supervisors from our four biggest workplace risk areas. Some patterns and trends have been identified, most concerning is the number of employees who experience repeat accidents.

During the summer, the subcommittee has scheduled monthly meetings to continue accident reviews. Additionally, three new programs are being initiated through the HR department – two related to improved assessment of potential hires, and one for an improved coordination of care for the first 30 days following an initial accident. The College is working with our loss control partners to identify additional opportunities to stem this negative trend. This will be our highest priority in the coming academic year.

2. Policy/procedure review:

The Committee addressed several topics resulting in recommendations for policy change- including the *safe use of space heaters*, and *open flame use*. These two policies are pending review and approval from Cabinet.

Additionally, The Committee asked Loretta Greenholtz to review and update the *Hazardous Communication* policy. Initial work was completed during that report period, with the completion of the work scheduled for summer. It is expected that a final draft will be presented at the Committees' September 2011 meeting.

Also identified as outdated and in need of update was the *Spill Prevention Control and Countermeasure Plan*. The Facilities Services department has engaged Shaw Environmental to assist. The updated policy is scheduled to be reviewed by the Committee in fall '11.

3. Program Reports/Initiatives

- a. **Workplace Safety Brochure-** A new brochure was created and implemented for new employees to be included in orientation materials. This is in response to an identification of the need to communicate to all new employees, the Colleges' commitment to working safely.
- b. **Fire Safety Violations Report-** the Committee reviewed an annual report, prepared by the office of Residential Life, summarizing violations of the Fire Safety Policy which occurred during the academic year. This report was submitted in response to concerns previously raised by the Committee regarding the number and repeat violations that the College was experiencing in resident halls. The new Fire Safety Policy includes new warnings and potential offense sanctions. The Committee was pleased by the policy's apparent impact during its first year of implementation.
- c. **Chemical Inventory update-** the Committee continues to oversee the accuracy of the chemical inventory for the campus. Operational issues remain in ensuring its ongoing accuracy for use by internal users as well as external emergency response personnel.
- d. **Biohazard Training-** the Committee reviewed the annual training compliance report prepared by Health Services. Several questions have emerged related to who is required to complete training during the summer, and the cost of testing and treatment for students who may have been exposed in an academic setting. There is a concern that students may opt not to seek treatment because of the cost, and thereby injuring their health. A small group will meet this summer to address these open items.
- e. **Hazardous Communication Training-** the Committee reviewed the annual training report prepared by HR. We have very good compliance in most areas with the exception of on-call and temporary staff. The Committee discussed the recommendation to create an on line option for this category of employee- similar to the one created and currently used for Blood Borne Pathogen training. A small group will meet during the summer to develop a plan.
- f. **NYS Fire Inspector Annual Report-** the Committee received a preliminary overview of the annual campus fire inspection. A full report of the violations and the corrective actions will be reviewed by the Committee at its September meeting.
- g. **Emergency Management-** the Committee is updated on a regular basis on the emergency management activities for the campus. It was noted that the Emergency Information for Faculty informational sheet was particularly helpful, and a faculty/committee representative felt that it would be appreciated and well received by the faculty-at-large in understanding their duties and responsibilities during a campus emergency.
- h. **Skidmore Security Advisory Committee Annual Report-** the Committee reviewed the annual report prepared to ensure compliance with the NYS LaValle-Sullivan Act. Much of the focus this past academic year centered on the new Sexual Misconduct policy and the clarity around "effective consent". Other noted concerns include the continued issue of "propped doors". Campus Safety continues to look for opportunities and solutions to this chronic problem. The

report is quite comprehensive, and Larry Britt was commended on his leadership on this committee as well as the quality of the report.

- i. **Radioactive Safety Activities Annual Report-** the Committee reviewed the annual report prepared by Loretta Greenholtz, who has recently assumed the role of Radiation Safety Officer. The significant highlights of the report included the renewal of the College's NYS license through 2020, the decommission of the Radiation Lab located in Dana 234 which included the disposal of over 230 radioactive materials/sources weighing over 1200 pounds (new lab is located in Dana 234A), and an agreement with NYS to monitor the new XRF for a period of one year and pending results, the College may be exempt from this dosimeter requirement.
- j. **Chemical Hygiene Plan Annual Report-** the Committee was advised, by Loretta, that the departments of Biology, Chemistry, Exercise Science, Geosciences, Environmental Studies, and Psychology all have current plans available as required. There is currently no similar requirement for Physics.
A project to create a new version of a chemical hygiene plan that encompasses all sciences has been delayed.

4. Departmental Reports/Updates

Standing Committee work includes the review of individual departmental Safety Reports and activities. The following Safety Reports were reviewed by the Committee:

Facilities Services

workplace accidents in this department continue to rise, and remains a focus for this area. They continue to hold monthly safety training sessions for all staff. Additionally, some changes in staff scheduling for the removal of snow and ice during winter months was made to try to improve the condition of the grounds to minimize slips and falls in inclement weather.

Campus Safety

A 5 year summary of all incidents and trends was provided - which serves as the basis of for all required reporting, trend analysis, and staffing changes. Overall, the Campus remains a safe place, with all incident categories remaining fairly stable for the past five years.

Dining Services

Consistent with Facilities Services this second high risk area continues to see an increase in workplace accidents. Knife cut injuries have decreased with the implementation of a requirement for all employees to wear cut gloves when using knives. A new training program was initiated this year with the majority of it occurring in January when there is down time in the department between semesters. Reducing workplace accidents will continue to be a focus moving forward.

Motor Vehicle Accident Trend Report

Accidents that occurred while employees were driving College owned, leased or rented vehicles showed no apparent trends or issues. They will continue to be monitored.

Stables Safety

The departmental safety program continues to evolve, and the Committee is working with Cindy Ford to develop a vigorous safety program for this very high risk area. Good progress continues.

Chris wishes to extend her thanks to Dan Rodecker for chairing the committee during the spring '11 semester.

Respectfully submitted,

Christine Kaczmarek, Chair

10-11 Safety in the Workplace Committee Membership:

Christine Kaczmarek	Chair
Paul Davis	Art Dept/ Dean of the Faculty Office
Bonnie Rolon	Dining Services
David Nicholson	Facilities Services
Dennis Conway	Campus Safety
Terri Mariani	Support Staff
Alena Llorens-Myers	Human Resources
Marlene Williams	Local 200 United
Michelle Lapo	Health Services
Christine Kopec	Management & Business/ Faculty
Loretta Greenholtz	EHS for Academic Affairs
Sang Wook Lee	Art Dept. /Faculty
Dan Rodecker	Facilities/Interim Chair
Kim Bombard	Recording Secretary