



**Safety In the Workplace Committee
Annual Report
2011-2012**

The Safety in the Workplace Committee met five times during the '11-'12 academic year. Additionally, as is our standard practice, subcommittees and work groups were created on a topic specific basis in support of the full committee's agenda.

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

1. *Workplace Accident Reduction:*

This remains the number one topic of concern for the Committee. The number and cost of workplace accidents continues to skyrocket at an alarming rate, having significant implications- both in staffing and financially for the campus. As a result of needing to keep very close observation on this issue, the Committee initiated a standing (instead of biannually) reporting of our accidents. D. Spokowski, Assistant Director, HR was asked to join the Committee and to prepare this now standing report. The Committee has also created a subcommittee to review all accidents, and root cause analysis assessments to identify operational issues and trends. This committee meets monthly and will continue to do so indefinitely. The Committee also worked with supervisors in creating a mandatory training session, held in January, on the managing of workplace accidents for staff- how to direct them post accident, how to investigate an accident and identify the root cause, and when unsafe practice is cause for a disciplinary action. Additionally, during this program, a new initiative called "Tool Box Safety meetings" was launched in the Facilities, Dining, Post Office and Stables departments. Tool Box training is a short, single topic, on the spot meeting conducted by a supervisor with employees regularly and often as a way to keep safe work practices part of an employees thinking while completing their work. They are designed to be topical, and relevant to the job at hand.

We also continued to work on creating a quantitative reduction goal to assess improvement progress, but identifying the best methodology remains challenging. D. Spokowski will be bringing a recommendation to the Committee in early fall.

The Committee also facilitated a "Gap Review" conducted by Marsh Insurance on behalf of the Educational Worker's Comp Trust to which the College participates with 29 other NYS Colleges and Universities. Skidmore's volume/cost profile is an outlier to the group and the review was conducted as a way to identify opportunities to try to reduce the number of accidents on campus. Some recommendations, particularly as it related to the dining operation were made, and have been implemented.

The Committee also facilitated the creation of several initiatives designed to help reduce the number of lost days, and those included the reactivation of a partnership

with Malta Medical to manage the first 30 days of a work place accident, and a new pre-employment functional fitness assessment program that ensures that prospective candidates for employment for high risk positions can demonstrate the physical capabilities required for the job. These programs will be evaluated in fall '12 to assess the impact on the worker's comp program to date.

2. Smoking on campus

The Committee received a complaint from a member of the administrative staff regarding the effects of second hand smoke and his frustration with an inability to be heard on the matter after what he believed was repeated attempts to address the issue. Following a robust discussion on the topic, it became clear that many of the committee members had also heard numerous complaints from students, co-workers and faculty. The Committee agreed to form a subgroup to study the issue and provide a recommendation at large. It was subsequently discovered that the IPPC Student Affairs Committee had also begun to study the issue, and we agreed to combine our collective efforts.

C. Kopec, one of the Committee's faculty representatives suggested that her Business Ethics students design and implement a study on the subject. They were asked to look at the experience of peer schools, to complete a literature review of current data, review current state law, evaluate student opinions about smoking on campus, to develop potential alternatives to the College's current policy and to develop a recommendation for consideration.

The students presented their exemplary work to an audience that included members of the Safety Committee and IPPC Student Affairs during Academic Festival in May 2012. It is expected that the Committees will resume the study and the development of subsequent recommendations during the '12-'13 academic year utilizing the students findings and recommendations as a springboard.

I wish to acknowledge and recognize Chris Kopec and her Business Ethics class for the important and generous contribution that they made to studying this issue and providing this level of assistance to our Committees.

3. Policy/Procedure Review

L. Greenholtz reported on the enhancement and updating of the Respiratory Protection Program for the campus, and continued to work at the Committee's request on updating and re-drafting a new Hazard Communication Policy. Work on this policy update is expected to continue through the summer months targeting a fall 2012 completion.

The Motor Vehicle Policy update is also scheduled for completion in fall '12 following a review in the summer months.

The Committee also reviewed and approved a Spill Prevention Control/Countermeasures Plan Update.

4. Departmental/Program Reports

The Committee reviewed, discussed and approved the following departmental/program reports:

- Skidmore Security Advisory Report
- Emergency Management Annual report
- NYS Fire Inspector Annual Report
- Biohazard and Blood Borne Pathogen Training Compliance Report
- Chemical Inventory Maintenance Issues
- Radiation Safety Committee Report
- Chemical Hygiene Annual Report
- Haz/Com- Haz Waste Training Compliance Report
- Motor Vehicle Accident Report
- Stables Safety Report
- Dining Services Safety Committee Report
- Facilities Services Safety Committee Report
- Campus Safety Incidents/ Trends
- Hazardous Waste Annual Report

5. Starbuck Center

The Committee was provided with a detailed update related to the building concerns reported by employees of Starbuck Center, and the comprehensive plan to address them.

Respectfully Submitted,

Christine Kaczmarek
Chair, Safety Committee

Committee Membership 2011-2012

Terri Mariani, Human Resources

Christine Kopec, Management and Business Department

Marlene Williams, Post Office

Sang Wook Lee, Art Department

Michelle Lapo, Health Services

Paul Davis, Art and Art History Department

Alena Lorens-Myers, Human Resources

Loretta Greenholtz, Academic Safety Officer

Dennis Conway, Campus Safety

Bonnie Bertrand/John Everett, Dining Services (alternate members)

David Nicholson, Facilities Services

Kim Bombard, Recording Secretary