



Safety in the Workplace Committee Report 2013-2014

For this academic year, the full Committee met four times. Consistent with previous years, the Committee utilized small ad-hoc groups to complete work between meetings, which has proven to be an effective method for time management and timely project completion.

Our work continues to be focused on ensuring the College's compliance with regulatory requirements, and the strengthening of the Campus's general safety policies and procedures. We continued an aggressive focus on preventing work place accidents and monitoring of work place accident trends.

The Safety in the Workplace Committee serves as the campus umbrella for safety activity initiatives- both implementation and monitoring, and to that end, the Committee agendas include review of departmental reports summarizing safety activities from Dining Services, Facilities Services, Campus Safety, and the Stables. Additionally, we annually review issues and summary reports associated with Hazardous Waste handling and removal, Chemical Inventory, Biohazard and BBP training, Motor Vehicle Accidents, Chemical Hygiene and Security Advisory Committee work.

This year, we celebrated the long awaited success of receiving approval to hire an Environmental Health and Safety Officer to support the non- academic areas of the Campus. Mark Dugas joined the Committee in January 2014 and will focus on accident investigation and prevention, safety training and ensuring regulatory compliance. He will work in collaboration with Loretta Greenholtz to ensure consistency across all areas of the Campus community.

I. Regulatory Compliance

OSHA has begun to implement a revision to its Hazard Communication Standard that has a phased compliance requirement extending to 2016. These changes are being required as a part of OSHA's initiative to align the US with International Standards for the use of chemicals. The requirements will standardize the labeling of chemicals and the requirement to include pictograms to assist low and limited literacy employees in the workplace. By 12/13, the College was obligated to educate employees using chemicals about the new standard and new label requirements. Given that our formal annual training had been completed, L. Greenholtz and K. Cetto Bales created a very helpful document that was distributed to department supervisors to review with staff. We also required a sign off by staff to document compliance. The next OSHA deadline is 6/16, which will require new labels, staff education and a revision of our Hazard Communication policy.

The Committee also reviewed the Skidmore Security Committee Advisory Committee 2013 Annual Report that is a requirement of the NYS LaValle- Sullivan Act. The scope

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of work of this Committee is to review Campus Security policies and issues and make recommendations for improvement. This Committee also tracks progress of past recommendations.

II. Policy/Procedure Development

The Committee worked with the IPPC Subcommittee for Student Affairs in providing input and support for a Smoke Free Campus Policy through cross over representation and providing input on draft policy language.

The Committee also assessed the success of some changes made to the Motor Vehicle Policy that added a requirement for the completion of online driver safety training for student drivers. The Committee was happy with the implementation and the success of the program change to date.

Also during this academic year, an ad hoc committee was formed to draft recommendations and guidelines for field trips and student travel, as there is a significant amount of confusion on the topic. The Committee noted that students involved in civic engagement do not easily fit into traditional College sponsored travel activities and guidelines for this type of travel should be addressed separately. Given the complication of this topic, this work is expected to continue through the next academic year.

New guidelines added to the Safety in the Workplace website this year include:

Safe Use of Extension Cords

Guidelines for use of Open Flame in non- residential campus buildings

III. Workplace Accidents/Trends

This academic year found us trending in the right direction with a significant decrease in the number of workplace accidents with lost time. This has been an aggressive focus of the Committee for a number of years, with many new procedures implemented to address this issue:

-The departments of Facilities and Dining Services each established rate based improvement goals for both the number of accidents and the number of lost time days. The intent is to monitor their experience against their goals, and to move to the development of a comparative benchmark to ensure continuous improvement.

-A renewed and clarified relationship with Corporate Health of Malta who see our employees for the first 30 days of an injury. We believe that having the resources of

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professionals who are expert in occupational medicine has provided better initial care for our injured employees, as well as helps them to return to work more quickly.

- Initiation of a transitional work program that allows injured employees to return to work within their restrictions for a period of 60 days.*
- Implementation of “tool box talks” at the department level in Dining Services, Facilities Services, Post Office, and Stables. These “talks” are quick topic safety talks to keep employees focused on safe work practices.*
- Consistent enforcement of safety policies at the department level*
- Creation of a new policy that no new hires will be scheduled to work in the departments of Facilities Services, Dining Services, Post Office, and Stables without completing general and department specific safety training. Mark Dugas will complete this training.*

We anticipate this this topic will continue to be a primary focus of our work in the upcoming year.

IV. Departmental /Program Safety Reports

As is consistent with our standing agenda work, the Committee reviewed quarterly, biannual, and annual reports from the following departments and programs:

Workers Compensations Accident Trends

Hazardous Waste Disposal Hazard Communication and Hazardous Waste Training

Compliance Facilities Services Safety Program Campus Safety Incidents and Trends

Chemical Inventory compliance/issues Motor Vehicle Accidents

Biohazard &BBP training compliance

Dining Services Safety Program

Stables Safety Program

*** The Radiation Safety Program and the Chemical Hygiene Program was not reviewed because of an unanticipated scheduling issue. They will be added to our Sept. 2014 agenda.*