

Safety in the Workplace Committee Report 2014 -2015

During this academic year, the Committee met five 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, Institutional Biosafety and Security Advisory Committee work. The Committee also provides an additional set of eyes and ears in support of the Campus Emergency Management work, and reviews an annual summary of the work of the EHS Officer.

I. Workplace Accidents/Trends

During this reporting period, we continued to make dramatic progress in reducing our workplace accident rate. The Committee has invested a significant amount of time and attention on this goal, and we believe that we are now seeing the benefit of this attention. We attribute this improvement to a number of factors, including a renewed partnership with Malta Medical Center, and a very aggressive return to work program that gets injured employees back to work within their restrictions. Additionally, every accident is thoroughly reviewed by the EHS Officer to determine root cause and to determine any necessary steps to be taken to avoid a future accident.

The EHS Officer has also developed an enhanced New Employee Safety Program to support a new policy that requires all Full time, Temporary, and On- Call Skidmore employees in the areas of Dining Services, Facilities Services, the Stables, and the Post Office to complete prior to beginning work at Skidmore. This policy change by the Committee was designed to communicate to employees in these areas the importance of a focus on safe work practice. These areas were selected for enhanced training as they represent the areas where the nature of the work places them at higher risk of accidents.

Also completed during this reporting period, the Committee elected to change the

creation of improvement goals to align with the calendar year instead of the previously used academic year. We believe that this will better position the College to use more accurate benchmarks and comparative databases to assess our improvement efforts.

Improvement goals for 2015 were set at:

Overall (Campus Wide):

Total reportable accidents 2015.... 25 or fewer

Of accidents with lost time... 7 or fewer

Lost time days...21 or fewer

% Of modified duty accommodations- > 85%

Specific improvement goals within the departments of Facilities Services and Dining Services were also established.

II. Policy/Procedure Development

Several new policies/procedures were initiated by the EHS Officer and reported to the Committee including a new PPE (Personal Protective Equipment) procurement process for Facilities Services employees can accessed in real time, a new set of requirements and processes for ensuring safety for all third party contractors doing work on campus, and a new building/ facilities inspection program to proactively identify potential safety hazards.

The Committee also spent a significant amount of time considering a proposal to broaden the current safety training requirement associated with College authorized drivers and the Motor Vehicle Policy. There is currently no requirement to take on-line safety training for occasional drivers or those that are renting vehicles. It was determined that adding this category of employees would be a large endeavor, and possibly not manageable, and more importantly very difficult to enforce.

It was determined that we will look at high volume departments to possibly create a pilot program as a way to assess manageability. The Committee will discuss this topic further in the next reporting period.

The Committee also began a significant endeavor to examine the topic of minors on campus with an intention to draft a policy to protect all parties working with minors. A comprehensive survey was initiated and completed as a way to understand the depth and scope of activities that include minors- both on campus and off. A sub committee will examine the survey data results this summer, and work for both the subcommittee

and full Committee is expected to continue throughout the next reporting period.

III. Departmental and Program Safety Reports/Safety Training

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

- *Workers Compensation Accident trends and strategies*
- *Hazardous Waste Disposal Report*
- *Hazard Communications/ Hazardous Waste training compliance*
- *Fire safety annual report and student violation policy data summary*
- *Facilities Services Safety Program*
- *Dining Services Departmental Safety Program*
- *Campus Safety Incidents and trends*
- *Chemical Inventory management*
- *Motor Vehicle accident summary*
- *Bio hazard and BBP training compliance*
- *Riding Program and Stables Safety Program*
- *Radiation Safety/ Institutional Biosafety Program*
- *Security Advisory Committee*
- *Emergency Management Annual Report*

14-15 Committee Membership

Christine Kaczmarek, Chair

Kim Coons, Information Technology

Robert Jones, Economics Department

Mark Dugas, EHS Officer

Kara Cetto Bales, Chemistry Department

Michelle Lapo, Health Services

Paul Davis, Art Department

Alena Lorens-Myers, Human Resources

Loretta Greenholtz, Academic Safety Officer

Dennis Conway, Campus Safety

Bonnie Bertrand/John Everett, Dining Services

Dan Rodecker/Gary LaChance, Facilities Services

Laura Goodwin/Saytra Green, Human Resources

Kim Bombard, Recording Secretary