

Safety in the Workplace Committee Report 2017-2018

During this academic year, the Safety in the Workplace Committee met five times. As has been our past practice, we have augmented these meetings utilizing ad-hoc topic specific groups which has proven highly efficient for time management and timely project management.

Our work this year continued to focus on strengthening the Campus' general safety policies and practices, ensuring compliance with regulatory requirements and identifying new opportunities to improve the safety of our Campus for our community and guests. The Safety in the Workplace Committee serves as the campus umbrella for safety activity initiatives- both implementation and monitoring. This role is fulfilled in part by the review of departmental, committee and institutional reports from across all areas of campus activity. The specific listing can be found at the end of this report.

1. Policy and Procedure Development:

Protection of Minors Policy

The policy for the Protection of Minors was approved by IPPC in May 2018 for a 1/19 implementation. This was the culmination of a long term effort by the Committee, and is intended to provide clear direction and guidelines for the Campus Community when dealing with minor children who require an increased level of care and protection. The Committee will work on a implementation and communication plan during the Fall '18 semester.

Motor Vehicle Policy/slow moving vehicles

The Committee reviewed and approved guidelines regarding the safe use of golf carts, kabotas and other slow speed vehicles used frequently on campus. These guidelines clarify the operation, parking and authorized areas for driving and were created in response to a recent increase in the number of accidents occurring on campus with these vehicles, which are often driven by inexperienced drivers. Most notable is a restriction for use on Case Green, and Keyes Quad, with an exception for major events such as celebration weekend, and reunion weekend, or for individuals requiring assistance. Enforcement of the guidelines will reside with department supervisors, and maps and signage will be placed on each vehicle for easy reference.

2. Regulatory Compliance Updates

Chemical Inventory

As previously reported, the Committee had requested that the College's floor plans be updated to reflect recent changes in several buildings on campus, and that the updated plans be redistributed to the emergency response agencies, as well as the College's emergency response team, and Campus Safety. This project remains in progress, delayed by the departure of the

College's non-academic safety officer who was leading this initiative. This work is targeted for completion in early fall.

Compliance related annual reports

The Committee reviewed the annual training reports for Biohazard and BBP, Laboratory Safety and Hazardous Waste handling, Institutional Biosafety, Radiation Safety, Chemical Hygiene, and Security Advisory. Additionally, the Committee reviewed changes to the policy for confined space entry.

3. Workplace Accidents and Trends

As is consistent with prior years, the Committee focused much of its' meeting time ensuring ongoing and aggressive management of work place accidents- accident avoidance, timely reporting and robust return to work opportunities. Examination of the data for this time period is showing that after several years of very low accident numbers, that the numbers are beginning to climb again. The Non academic Safety Officer is working with department managers and supervisors to identify additional modified duty opportunities for injured workers, as well as completing a root cause analysis of each accident to try to prevent re-occurrence.

4. Fire Safety

The Committee reviewed the 2018 Fire Inspection penalty report which represented fines assessed against the College for non-compliance to previous citations. Fines totaled \$17,700 and were all student housing violations. It was reported that the Fire Marshall has indicated that she is looking for the College to take a more active approach to these types of violations utilizing strategies such as a Fire Safety Day, and more unannounced inspections of student living space. It was also noted that students often do not pay attention to alarms and do not always exit the building during a drill. Fire Safety has been an ongoing focus of attention by the Residential Life Staff. This summer, Residential Life, Campus Safety and Facilities staff will meet to strategize additional actions that can be taken around fire safety. Additionally, new and updated educational resources are being explored. The Director, Residential Life also indicated that her team is working on an updated policy for students which is targeted for implementation '18.

The Fire Marshall has also discussed the need for the College to pay closer attention to fire safety for Campus events-ensuring that egress is not blocked, occupancy maximums are adhered to, and that stage equipment and pipe and drape are utilized safely. The Director of Campus Safety and the Director of Facilities are working on a proposed policy to standardize event set up's that comply with fire safety requirements. This work is in its early stages. It is expected to continue in the next academic year.

5. Departmental/Program Safety Reports

As is consistent with our standing agenda work, the Committee reviewed quarterly, biannual and annual reports in addition to those listed above from the following areas:

- *Campus Safety Incidents and trends*
- *Dining Services*
- *Riding Program*
- *Facilities Services*
- *Motor vehicle accidents*
- *Emergency Management Summary*