

*Safety in the Workplace Committee Report  
2016-2017*

*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 focused again 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 Committee spent much of the year developing and refining a Protection of Minors policy. This is a policy that the Committee strongly advocates be implemented on Campus, and is consistent with the direction that many Colleges and Universities have already taken. A proposed draft of the policy was discussed in the spring with the IPPC Committee, the President and the Vice President of Academic Affairs, as implementation of this draft policy will require an active commitment from all campus leadership. The policy remains under review and consideration.*

***Student Accident and Injury Guidelines***

*Kara Cetto Bales led a subcommittee during this time period to address the concerns and confusion that has surrounded the reporting and documenting of student accidents. This subcommittee has very effectively re-tooled both the non-employee accident reporting form and the associated guidelines to improve their clarity and ease in use for student injury documentation. A small pilot of the form and guidelines will be conducted this summer as well as some additional work with the IT staff to create easy on-line access. It is anticipated that the revised form and associated guidelines will be ready for full implementation and in early fall.*

## **Motor Vehicle Policy**

*The subcommittee for the Motor Vehicle Policy met again during this reporting period, specifically to address requirements for authorizing golf cart driving. It was determined that applying the three- year driving record minimum for golf carts may inadvertently disadvantage international students and domestic students who come from very large cities such as NY. It was determined that the requirement will be revised to possession of a valid driver's license. Additionally, the subcommittee continues to look for new and improved safe driving training options for golf cart operators.*

## **Scent Diffusers in the Workplace**

*At the request of Crystal Moore, the Committee addressed the question of the potential need for a policy on the use of diffusers following a recommendation by Adirondack Environmental Services to consider such a policy to possibly improve air quality. This was part of a final report submitted to the College following their review of Starbuck Center. Following a very robust discussion, the Committee determined that there was no evidence to suggest that diffuser use was a health risk. Recognizing that some individuals do have a sensitivity to smells, it was recommended that in lieu of a campus wide policy, that individuals with concerns be encouraged to work through their department supervisors.*

## **2. Regulatory Compliance Updates**

### **Chemical Inventory**

*The Committee has requested that the Mark Dugas, EHS Officer, create a plan to update the building floorplans, fire evacuation maps and maximum occupancy signage to increase accuracy. It is believed that this work will be initiated this summer.*

### **Hazardous Waste**

*The EPA visited the College in 9/16 for an unannounced inspection of the Chemistry, Biology and Organics Labs. The inspection went well, and there were no findings.*

## **3. Workplace Accidents and trends**

*Our ongoing focus to reduce workplace accidents continued this reporting period. The College continues to exceed its' reduction targets with a focus on safe work practice. Monitoring, training and awareness activities is primarily done at the department level, with very good outcomes. This work is a priority and will be a continued focus of the Committee.*

#### **4. Fire Safety**

*The Committee received the results of the most recent Fire safety inspection for which there were 671 violations. Most were concentrated in the res halls, and concerned such violations such as, candles, hanging flags and tapestries, and extension cords. It was reported that Student Affairs is actively looking at ways to address these violations, with recent changes to the policies, and consideration that these kinds of violations are being considered for review through the student conduct process. The Safety Committee expressed its' support for strengthening policies that could reduce fire risk.*

#### **5. Departmental/Program Safety Reports**

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

- *Campus Safety Incidents and trends*
- *Dining Services*
- *Riding Program*
- *Facilities Services*
- *Workplace accidents*
- *Motor vehicle accidents*
- *Fire safety*
- *Hazardous Waste disposal*
- *Chemical Inventory*
- *Biohazard and BBP training compliance*
- *Hazard Communication/ Hazardous Waste training compliance*
- *Chemical Hygiene Summary*
- *Radiation Safety*
- *Institutional Bio Safety Committee annual report*
- *Emergency Management Summary*
- *Security Advisory Annual report*