**Safety Committee Minutes  *Tuesday, February 21, 2017, 2pm***

***Present***: Matt Bolks (for Karyn), Nancy Braker, Wayne Brown (Chair), Jack Coyne, Wayne Eisenhuth, Elisabeth Haase, Karyn Jeffrey, Randie Johnson, Dee Menning, Andrea Robinson, Mikki Showers, Cindy Spehn, Joe Udelhofen, Lanhao Yang

**Fire Code Occupancy Capacity Recap**

Wayne gave a brief update on the movement toward compliance for fire code occupancy capacities: reiterating that changes were made for Winter term registration, and stating that continued attention will be given to room capacities. Eventually an explicit administrative policy will need to be written on room registration assignments.

***Action item****:* After Spring term registration Wayne will meet with Emy (Registrar) and report back to the Safety Committee.

**Student/Student Employee Illness/Injury Report Form**

Wayne B. has looked at content on the incident report forms and met with users of various forms: Karyn (HR), Mikki (Rec Ctr), Wayne E. (Security, Advocate report), Facilities.

***Action item****:* Wayne B. will consolidate content for a form and process for student incident/injury reporting, with plans to email the form for review to the Committee before our scheduled meeting spring term (April 13).

**HR Incident Report**

Matt Bolks (HR) gave the incident/injury report for the last few months – mostly back injuries related to lifting or injuries related to slipping on the ice – explaining the action taken for each incident. HR is keeping a list of whre the slips have happened and will keep grounds informed. Two injuries resulted in medical attention.

The nature of the incidents prompted two questions:

1) Are job descriptions for positions with physical demands reviewed during the lifetime of the employee’s tenure? {i.e., say there is a requirement to lift 50#: is it still applicable to the job, and is the employee capable of doing that?};

2) Should student employees be required to have any kind of ergonomic or physical training before starting a job with physical demands? Or training during the job tenure?)

[New employees presently have brief ergonomic training in their first year, but does that need to be expanded? In short, do we need better training on ergonomics? Could a module be added to the new employee orientation? Could supervisors be trained and urged to pass along that training? Would offering more training to facilities employees be helpful? Could a video on proper lifting be more widely available to any employee?]

Jack (‘20) asked about how to report student safety issues such as when outdoor lights occasionally go out in the night, or whether and how students are to report falls from slipping on ice. He offered that students are much less likely to find a form on Carleton’s website for reporting an incident, but that they would use social media (possibly a facebook link to the Carleton website where the form resides). Jack offered to disseminate access to the form that is developed.

***Action items****:*

1. Joe U. (EHS) will work with Karyn J. (HR) to determine need for increased ergonomic/lifting training for the Carleton community (employees and students), and report back to the Committee.
2. Wayne B. will consult with Jack when the student incident/injury form is ready, and Jack will give suggestion about and aid in making the form most available to students.

**Risk Management Report**

Randie gave the risk management report. She invited Wayne E. to give an update on the misrouting of an ambulance in response to a 911 call from a phone in LDC (the ambulance went to Leighton instead). The mis-direction prompted a testing of numerous building phones on campus. Turns out that it was just that one phone used in LDC that was not set up correctly for address. Telecom will be tested the rest of the phones. Wayne E. encouraged folks to ALSO call Security after a 911 call has been placed, so that Security can be alerted to better help emergency services.

Mikki reported that an AED will be placed in Scoville upon remodel completion; she and Wayne are working with the construction group.

**Upcoming Meetings**

With meetings on the 3rd and 7th Thursdays of each term (after this term), the remainder of meetings for AY 2016-2017 are at 2pm in Sayles-Hill on --

April 13, 2017

May 11, 2017