KSC Safety Committee Minutes

May 17, 2024 at 1:00

Members Present: Lynne Andrews, Katherine Bain, John Bates, Joe Britton, Michael Brown, Brandon Doherty, ~~Aryca Dubiel~~, Jen English, Mike Fuller, Isabelle Handy, Jeff Kazin, Misty Kennedy, Jim Kraly, Julie Kroupa, Loren Launen, Jesse Marcum, Curtis Mead, Brian Moore, Jessica Trombley, ~~Chris Wilson, Debbie Wood~~.

Auxiliary Members: Karyn Kaminski, Beth Mucci.

1. Open meeting at 1:00
2. Review April and May Incident Results:
	1. April-1 Report Only, 2 Medical
		1. Pinch/squeeze from opening a window (report only)
		2. Bruise from hit by object (medical)
		3. Head injury from lifting object, struck head (medical)
	2. May-1 medical
		1. Puncture from hit by object (medical)
	3. 10 Incidents as of 5/15/2024.
		1. 0 lost time
		2. 4 strain/sprain
		3. 2 contusions
		4. 2 lacerations
		5. 2 head injury
3. Monthly Topic: Incidents
	1. Discussion and game
	2. Tentative Topic Schedule:
		1. July- Hazard Recognition
		2. September- Hierarchy of Controls
		3. November- Slips, Trips and Falls
4. Old Business:
	1. Open Items
		1. Safety Videos- possibly partnering up with the Media Arts folks to create some safety videos, especially Crowd Manager. Discussion about tailoring the official Crowd Manager training to our needs. Jess discussed the recent FEMA Emergency Management Training that was presented at KSC back in March, and shared the link to their Active Threat video <https://police.illinois.edu/em/active-shooter-response/>. The transcript is also available and is something we could rewrite to fit our own needs.
			1. This led into a discussion about evacuation zones, emergency response within the academic buildings, training for faculty, staff and students on various emergency response issues. The Cleary Act says we must test our Emergency Management System annually, can we coordinate this with the campus? How do we get student buy-in? Can we promote with Community Living, the Wellness Center, other departments?
			2. We do have the TV signage system in many of the buildings, we could try to access that to show videos or presentations, Evacuation Maps, etc.? Maybe building specific information?
			3. Can this information be brought up at Faculty Chair Meetings? We believe it can. We would want to share the goals to encourage community engagement.
			4. Can we offer some small incentive to do the training, like the stickers that were given out after the Safe Space Training?
			5. We decided to create an Emergency Management Subcommittee to tackle all of these issues and try to help facilitate them one at a time.
		2. Lower Cost Alternative to CPR Training
			1. John Bates said he could offer training to committee members, Julie will send out an email to see who is interested.
			2. Heather Jasmin said that the Continuing Education class would be $50 per person, but we can get a 50% discount because we are employees.
		3. Subcommittees- such as Chemical and Biological Safety Committee
			1. Once we get the core Safety Committee up and running, we can look into adding sub-committees. Let’s revisit at the July meeting.
		4. AEDs- locations, potential to looking into getting more?
			1. Julie met with the County Grants manager for a “Grants 101” info session- the basis of grants is that they are usually formed by the person with the money, looking for others to do the work that will benefit both parties. The chances of finding a grant that would fund AEDs for campus would be extremely rare. We will need to find other options for funding.
			2. Julie will work on making up signs for each building stating where the closest AED is located.
			3. Julie polled a number of small colleges to see what they had for AEDs and their answers were almost unanimous:
				1. None placed in residence halls due to risk of tampering, theft, and due to age of residents. Same at PSU and UNH.
				2. Mostly placed in public areas with large assembly areas like Student Center, lecture halls, theater, dining halls.
				3. Multiple in athletic areas, with mobile units for athletic trainers.
				4. Campus Police/Campus Safety to have mobile units.
				5. Locked units at sports arenas with staff/ athletic trainer access only- not public access.
				6. Comparing KSC to the other schools polled, we are in alignment.
	2. Closed Items
		1. Budget- In the past the Safety Committee had a budget ($25,000?)
			1. Julie spoke with Marc Doyon, Facilities Director, he said that if we deemed it necessary that money would most likely come out of the Facilities Budget. Let’s see how this year goes and if needed, we can look to request money be put into the 2025/2026 Fiscal Year Budget for safety related projects deemed necessary by the committee and affected departments.
5. New Business:
	1. The committee agreed to lengthen the meetings to 1 hour 30 minutes since we have been going over each time.
	2. Safety Training in the Science Center. The OSHA Training Institute Education Center will be holding lab safety training this summer for faculty and staff.
	3. EHS link on KSC website. Julie will work to have more information posted, committee meeting minutes, and relevant information put on the website for the campus to have access to. Please feel free to make suggestions as to what should be on there- Committee-related, or EHS-related. Julie is working on updating the Safety Policies and Procedures, this will take time.
		1. Julie met with the web administrator and is in the process of uploading some information onto the website. The March Minutes have been posted.
	4. E-bikes- we have been seeing more e-bikes/scooters on campus. Debbie and Lynne mentioned that many of the athletes use them because of their tight schedules getting from class to the athletic fields, and that not enough of the green bikes are available. Julie mentioned that through an e-mail/newsletter group she gets that many colleges are banning the storing and charging of E-bikes in campus buildings due to the risk of fire from the charging stations. Something to keep in mind for future discussions. There was also some concern for pedestrian/employee/visitor safety with students who use the E-bikes driving too fast, or too close to others.
		1. Signs have been posted on academic buildings to remind people that E-bikes and E-scooters are not allowed in the buildings. We will not be enforcing that in residence halls at this time. We will keep consistent with the other USNH facilities- UNH has the same policy as KSC. Any new directive about residence halls will have to come from USNH.
	5. Document review- Julie will work on these and send them out to the committee to review and comment on over the next few months.
		1. Committee Safety Policy
		2. Mission Statement
		3. List of Goals and Objectives
6. Roundtable:
	1. Clean Harbors did a pick up on Wednesday, 5/15 of Hazardous, Electronic and Universal Waste. We will probably have another pick up in August or September, depending on need.
7. Confirm next meeting:
	1. Schedule- All meetings will be on Fridays at 1:00 in the Student Center Atrium Conference Room unless otherwise notified.
		1. July 12
		2. September 20
		3. November 15
8. Choose/assign inspections.
9. Meeting adjourned at 2:11

Inspections for this period:

TBD

Please remember that I’m only asking for 1 hour of your time to do inspections, so no worries if you don’t finish. We can add it back to the schedule for the next period.