KSC Safety Committee Minutes

July 12, 2024 at 1:00

Members Present: Lynne Andrews, ~~Katherine Bain, John Bates,~~ Joe Britton, ~~Michael Brown, 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. Brandon Doherty has left the college.
3. Review June and July Incident Results:
	1. June-1 Report Only, 2 Medical
		1. Slip/fall, unsure injury
		2. Contusion, slip/fall (medical)
		3. Hearing impact (medical)
	2. July-1 report only
		1. Contact with hazardous material, precautionary
	3. 13 Incidents as of 7/9/2024.
		1. 0 lost time
		2. 7 Medical
		3. 4 strain/sprain
		4. 3 contusions
		5. 2 lacerations
		6. 2 head injury
		7. 1 hearing
		8. 1 no injury
4. Monthly Topic: Hazard Recognition
	1. Reporting a near miss or hazard concern on campus- where to go? EHS webpage, Julie, Facilities MRO
	2. Presentation and Discussion
	3. Tentative Topic Schedule:
		1. September- Hierarchy of Controls
		2. November- Slips, Trips and Falls
5. 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. Campus Safety has asked us to step back and let them handle the emergency management items since they are already working on them.
		2. Subcommittees- such as Chemical and Biological Safety Committee
			1. Discuss setting up the group and forming this committee. There is a meeting the week of July 15 to discuss the Chemical Hygiene Officer duties.
	2. Closed Items
		1. The committee agreed to lengthen the meetings to 1 hour 30 minutes since we have been going over each time.
		2. 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.
		3.
6. New Business:
	1. Trestle Bridge- questions have arisen over what is happening with that. Joe reported that there was a meeting with the City, Campus Safety, other KSC reps, Joe, Rails to Trails, NHDOT, etc. to discuss. They want to put up barriers and close it off. No one really knows who actually owns the bridge and it needs considerable work. They are looking at grant money, but the college and the city need to discuss who wants to own it and keep up the maintenance. If KSC took it on, it would mean we would also take on all liability for all hazards. This would also mean that NHDOT and Rails to Trails would have to sign off to the City and the college.
	2. 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- Jesse has offered to help complete this
		2. Mission Statement
		3. List of Goals and Objectives
7. Roundtable:
	1. Clean Harbors will do a pickup around August 2 for Hazardous, Regulated, Universal and E-Wastes.
8. 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. September 20
		2. November 15
9. Choose/assign inspections.
10. Meeting adjourned at 2:20