

Date: February 22, 2006

To: Administrative Services Safety Committee (ASSC)

Subject: Minutes (ASSC)

Members Present: Greg Maybury, Jerry Rademaker, Kevin Kraay, Lori Mulder, Carl Heideman, Jerry Gunnink.

Note: Next meeting scheduled for May 15<sup>th</sup> at 10:00AM in Greg's office.

### **Old Business**

1. Broadspire Report – Items carried over from November 16th meeting:
  - Drill Press in Maintenance Shop has been secured as requested by Broadspire.
  - Slip-n-falls  
Carpet mats requested by Stephen Hemingway from the English Department in Lubbers have been put down according the request from Broadspire.
  - Campus Service Vehicles  
Campus Service Vehicles perform material handling services for the college community. Due to liability issues and public complaints employees should be discouraged from standing up in the vehicle while in motion and riding in the back to stabilize the load. The committee recommends installing some seats in the trucks to accommodate additional riders. In addition employees should use material handling equipment such as “load bars” and “straps” to stabilize and secure the load before going down a public street. Jerry Gunnink can be contacted to purchase the material handling equipment. Jerry R. stated he would work with Kathleen Arnold and the Campus Service staff to accomplish these recommendations. Jerry Gunnink will purchase 5 jump seats and have the Transportation Department install them in the vehicles.
  
2. Indiana Insurance Company made recommendations to install peep holes in dorm room doors and have the bleachers inspected and retrofitted to meet safety standards. Both of these issues were discussed by the committee.
  - Peep holes in dorm room doors were discussed by the Safety Committee. The installation of peep holes in dorm room doors was a recommendation put forth by Indiana Insurance Company as a security measure. A number of concerns with this request were voiced both pro and con by members of the Safety Committee. The consensus of the committee seems to be that the requirement to install peep holes be associated with a code issue that is

mandated or demonstrated to provide a definite safety payoff. Several items such as the way students interact (community) within the dorm, and other security measures already in place (changing access codes) could be compromised by the installation of these devices. A request by the Safety Committee is being forwarded to Indiana Insurance Company on how this decision would impact our insurance rates.

- Another safety recommendation that Indiana Insurance brought to our attention was bleacher safety. The Consumer Product Safety Commission has set guidelines in place for retrofitting and inspection of bleacher systems. A survey of the bleachers on campus was conducted by Jim Speelman from the Grounds Department to see if our bleachers meet the CPSC guidelines. Jim found that Hope College has 22 sets of bleachers located in the athletic fields, Tennis Center, and Dow Center. None of these bleacher sets meet current guidelines set forth by CPSC. A recommendation was made by the Safety Committee to get some pricing on bleacher replacement or retrofitting from H&H Engineering in Grand Haven to present to the Administration. In addition to the retrofitting is a stipulation in the CPSC that bleachers be inspected every 3 years by a certified engineer and documented for safety. Currently our Grounds Department conducts inspections of the bleachers by jumping up and down on them to see if the boards are rotting or not. The inspection by a certified engineer every three years is being recommended by the Safety Committee as a safety recommendation.

### **New Business**

1. Workers Compensation Claims
  - Two claims have been filed since our last Safety Committee Meeting. Charles Marcus slipped on some ice by the Transportation Department and broke his collar bone. The other claim was Vanessa Green who tripped over a bean bag in the Student Lounge of Martha Miller Center and broke her elbow.
2. Broadspire Loss Control Visit of November 30<sup>th</sup>, 2005 was reviewed.
  - Most of the “Important in-progress” items have been remedied. Broadspire Senior Risk & Safety Consultant Lee Fitzsimonds would like to attend one of our Safety Committee Meetings. Noteworthy in this report was that total claims from 2003 through 2005 stayed below the NAICS (North American Industrial Code System). However, the college’s “Day’s away, restricted duty rate” is going up from 0.51 in 2003 to 6.86 in 2005.

### 3. Employee Safety Training

- Employee Safety Training will be conducted on March 15<sup>th</sup>
  - Refresher Training in Cook Auditorium from 7AM – 8AM.
  - Orientation Training in Cook Auditorium from 8AM-12PM
- Health and Fire Safety is working on job specific safety training using the college's course management system (MOODLE). This system will allow more specific training on required safety topics customized to certain work classifications. This training will be in addition to the annual refresher and orientation training currently conducted. Once this training is on line a time frame will be given to employees to complete the required topics in their classification. More on this later.