Memo to: Safety Committee

From: Ted Coviello, Co-Chair; Suna Stone-McMasters, Co-Chair

Subject: Safety Committee Meeting Minutes, Monday, December 10, 2012, Eben Holden, 3:00-4:00 PM

Present: Nancy Alessi, Cindy Atkins, Kathy Boak, Mary Charleston, Ted Coviello, Jeremy Freeman, Pat Gagnon, Jim Kozsan, Stacie LaPierre, Jill Pflugheber, Suna Stone-McMasters

Excused: Elizabeth Edwards, Larry French, Steve Richards, Marsha Sawyer, Marcus Sherburne, Dan Seaman, David Richer, Pat Ellis

Open comments and guests – none.

Old Business:

1. Fire Code Inspection progress.
   Kathy reported that violations being cited are similar to those from past inspections. Maintenance citations, for example, missing junction box covers, have decreased. Student rooms are only being inspected when students are on campus. Common violations include daisy chaining extension cords, hanging decorative lights that contact combustible surfaces like posters and tapestries, and presence of toaster ovens, candles etc. More outreach and education is needed when students are moving in and setting up rooms. EHS will work with Safety & Security and Res Life to develop information to add to orientation and cyber orientation.

2. Further action to follow up on recommendations from the campus insurance loss control consultant broker to improve safety in various workshops on campus is on hold pending approval of capital requests and administrative initiative to formalize a campus-wide shop safety program. Immediate hazards have been eliminated.

3. Jim reported that a floor sealer called Rivet will be applied to the most slippery floors over break. Warning signs need to be made and posted.

4. Pedestrians are difficult to see as drivers exit the Admissions parking lot. Larry French recommended via email that crosswalk lines be moved out closer to the street, so pedestrians are not crossing in a blind spot. This suggestion will be forwarded to the Building and Grounds Committee.

5. A rock has been placed next to loose valve cover, located in turf along the cinder track between the softball field and athletic field sheds, to correct a trip/fall hazard.

6. The Outing Club Moustache Ride resulted in some damage to Johnson Hall, and concerns were brought to the Safety Committee about potential for injuries to participants or building occupants when bikes etc. are ridden in buildings. Pat Gagnon reported that the Outing Club, the event’s sponsor, will be billed for damage done during the 2012 event. He will follow up with Joe Tolliver, about limiting the ride to outdoors.
7. Ted Coviello and Pat Gagnon described some of the emergency planning for long-term power outages and telecommunication outages. Augsbury is a designated shelter, and students may be moved there if dorms cannot be occupied. Backup lighting in the buildings lasts up to 90 minutes, and is tested annually. Storing flashlights and batteries is problematic because batteries have a limited shelf life and can corrode the flashlights, so they are no longer kept on hand. The Emergency Planning Committee does tabletop exercises regularly.

Cindy explained that Dining Services has arrangements with food vendors to get deliveries during widespread emergencies, and they have a lot of food and bottled water on hand.

**New Business:**

1. Park Street Crosswalks - Stacie reported that since last week’s hit-and-run accident, the Greek Life Committee has voiced concern that a crosswalk is needed on Park Street by KDS. An existing crosswalk would have to be eliminated first.

   Pat, Joe Tolliver, Elaine White and Dan Seaman met to talk about pedestrian safety. Mary suggested installing flashing yellow lights at both ends of the crosswalk zones, and commented that the street lights are blinding at night, especially in the rain. DOT decides where the lights are placed.

   Safety & Security has encouraging student groups to hold events on the East side of Park Street to cut down on pedestrian traffic. For example, the OC Halloween Party was held on the quad this year instead of at 58 Park Street.

**Next Meeting**
The next meeting of the 2012-2013 academic year will be Monday, January 14, 2013, 3:00-4:00 PM in Eben Conference Room.

If you have any safety issues you would like added to the agenda, please forward to Ted Coviello, Kathy Boak and/or Suna Stone-McMasters.

Postscript- After emailing all of the involved parties including advisors to inform them of the committee’s decision/discussion, Pat Gagnon and Student Life have agreed to permit students participating in the Mustache Ride to enter the Student Center.