

**HEALTH AND SAFETY COMMITTEE  
MEETING MINUTES  
TUESDAY, SEPTEMBER 13, 2011 @ 1:30 PM  
WIECKING CENTER ROOM 221**

**1. REVIEW OF MEMBERSHIP**

Bargaining Unit / Department	Member	Present	Absent	Comment
Administrative Support (minutes)	Donna Hensel		x	
ASF	Rich Wheeler		x	
AFSCME – Unit 202	Bob Arndt	x		
AFSCME – Unit 203	Jerry Harty	x		
AFSCME – Unit 206	Beth Holcomb	x		Minutes taken in D. Hensel's absence
Commissioners Plan/HR	Diane Roggow	x		
EHS & RM	Chandler Holland	x		
Interfaculty Organization	John Paul	x		
MAPE	Medea Myhra	x		
MMA	Don Duehring	x		
President's Designee	Rick Straka		x	
Security	Carol Jensen	x		
Student Representative				Need replacement

**2. MINUTES WERE REVIEWED AND APPROVED.**

**3. REVIEW OF STANDING ITEMS**

A. Injury & Accident Review (last 60 days, last 60 compared to last year & year to date)

Injuries/Accidents (last 60 days)	Last Year Period	Year to Date	Comments
			No information available. Info will be updated at Nov. 8, 2011 meeting

B. Motor Vehicle Accident Review

MVA (last 60 days)	Last Year Period	Year to Date	Comments
			No information available. Info will be updated at Nov. 8, 2011 meeting

**4. DISCUSSION OF ON GOING ISSUES**

A. Safety Shoe Policy

Done	Ongoing	Responsible Person(s)	Comments
	x	Chandler	Chandler still evaluating departmental needs for required use of safety shoes.

B. Work Comp Poster

Done	Ongoing	Responsible Person(s)	Comments
	x	Carol Jensen	Carol made updates to Security's existing document. How do we distribute them?

C. Eyewash Stations (ADA & accessibility)

Done	Ongoing	Responsible Person(s)	Comments
	X	Chandler Holland Jerry Harty	Ongoing process will be needed to modify heights of eyewash stations in Ford Hall.

D. Trafton C-124 Hand Railing

Done	Ongoing	Responsible Person(s)	Comments
x		Mark Hensel	Mark fabricated the hand railing and it will be installed at the holiday break.

E. CSU Lot 11a Entrance/Exit

Done	Ongoing	Responsible Person(s)	Comments
	X	Carol Jensen	Carol discussed signage and will coordinate its installation.

F. Fire Drills

Done	Ongoing	Responsible Person(s)	Comments
	x	Chandler Holland	Academic building drills scheduled for two days in September and two days in October

G. Building Emergency Coordinators

Done	Ongoing	Responsible Person(s)	Comments
	x	Chandler Holland Carol Jensen	Development and organization continues

H. AED's

Done	Ongoing	Responsible Person(s)	Comments
	x	Carol Jensen	Carol has received new units. They need to be entered into inventory then distributed out to replace older existing units.

I. Lot 7 and Cross Walks Slippery

Done	Ongoing	Responsible Person(s)	Comments
	x	Chandler Holland	Chandler contacted City of Mankato Assistant City Engineer Landon Bode about having the cross walks 'touched-up' with non-slip paint. By the time the city responded, it was too late in the season to paint. MSU has been told the city will look into the request in the spring.  Lot 7 will be one of many focus areas the grounds department will focus salt and/or sand application this winter.

J. Safety Charter

Done	Ongoing	Responsible Person(s)	Comments
	x	Chandler Holland	Chandler will bring most current draft to next meeting on November 8, 2011

K. Fluorescent Light Bulbs

Done	Ongoing	Responsible Person(s)	Comments
	x	Chandler Holland	Defining exact locations of spent bulb storage per building needs to be completed. Following that implementation of the updated storage and pick-up process can begin.

L. Utility Vehicles

Done	Ongoing	Responsible Person(s)	Comments
	x	Chandler Holland	A draft 'Best Practices' plan for reviewing options, purchase of and use of safety equipment is in the works.

M. Building Inspection of Hi Hazard Spaces

Done	Ongoing	Responsible Person(s)	Comments
	x	Chandler Holland Don Duehring	A set monthly schedule will be created for Safety Committee members to join specific building and/or department staff going through high hazard spaces such as mechanical rooms. The intent of the walk throughs will be to identify physical hazards as well as removal/disposal of unnecessary storage items.

N. Environmental Safety/Security Inspections

Done	Ongoing	Responsible Person(s)	Comments
	x	Chandler Holland Carol Jensen	Chandler will be given a campus-wide tour of exterior areas by Security to possibly identify areas of concern relative to poor lighting, hidden areas etc. that could be a safety concern

O. Refrigerator in Wigley Admin 3<sup>rd</sup> Floor

Done	Ongoing	Responsible Person(s)	Comments
x		Chandler Holland	The potential for health and/or safety concerns appears to be minimal so EHS does not recommend any action at this time. If the issue arises again in the future, it will be reevaluated.

5. **DISCUSSION OF NEW ITEMS**

A. Driving vehicles on the mall

Discussion/comments	Responsible Person(s)
Multiple discussions have taken place about the volume of vehicle traffic on the mall. Security and Parking will monitor. Physical Plant workers have been notified by their supervisors that driving on the mall is not allowed unless it is an emergency and/or they have prior approval.	Chandler Holland Carol Jensen

B. Driving vehicles over the Trafton commons areas

Discussion/comments	Responsible Person(s)
Multiple discussions have taken place lately about the volume of vehicle traffic on the upper concrete/sidewalk areas between Trafton buildings. Again, Physical Plant workers have been notified by their supervisors that the ONLY vehicles allowed to drive on or around these areas are lawn equipment and/or utility and e-type vehicles.	

C. Plumbing & Pipe Fitting trades work

Discussion/comments	Responsible Person(s)
Concern was raised about work being performed by fitters, plumbers, laborers etc and their oversight by a Master Fitter/Plumber.	Chandler Holland Jerry Harty

D. Warren & Maywood Pedestrian Safety

Discussion/comments	Responsible Person(s)
Student traffic controllers have been approved to provide coverage to this area during high use times.  The City of Mankato has agreed to jointly evaluate the intersection for more permanent solutions	Chandler Holland

E. Fire Watch Training for Campus Security & Trades?

Discussion/comments	Responsible Person(s)
With the number of events/occurrences requiring fire alarm and detection systems being deactivated, training of additional Campus Security officers is recommended	Chandler Holland Carol Jensen

F. EHS Office HEPA Vacuum & Dehumidifier

Discussion/comments	Responsible Person(s)
EHS & RM office recently purchased and received a HEPA vacuum and dehumidifier. These units will be utilized by EHS to address clean up of environmental concerns such as mold and water intrusion	Chandler Holland

G. Parkour Running/Movement Request

Discussion/comments	Responsible Person(s)
A student requested the Safety Committee consider a request to allow Parkour (vaulting over or off walls, rails, branches ledges, etc) as a method of movement focused on moving around obstacles' with speed and efficiency on campus. Due to safety and liability issues the committee unanimously agreed to not support the request.	Entire Committee

H. Around the table

Issue	Discussion	Responsible Person(s)
Skateboards/In-line skates on new Gateway monument at the Gage intersection.	Planning and Construction is aware of the issue and has consulted with the project architect to come up with solutions if the problem persists.	Chandler Holland
Arc Flash training for contractors coming on campus	Discussion was held on what MSU provides and/or requires for contractors that may have exposure to electrical arc flash hazards on campus	Chandler Holland Don Duehring

Work study, student workers or Grad Students working alone in labs	Is there a specific University policy stating when/where/how etc. these type of people are allowed to work in labs alone/after hours. Chandler stated he believes there is specific policy language on the university's web site	Chandler Holland
Sharps containers in Trafton	After the renovation project many lavatories did not have sharps containers re-installed. Replacements have been ordered and installed.	Chandler Holland Beth Holcomb
Equipment Training	A request was made to recommend training of employees on equipment especially on upcoming snow season equipment. EHS supports annual review by employees on the operation and safety requirements related to specific equipment. EHS does not want to get involved with 'training on operation' of specific equipment. Employees hired for a position are expected to be competent in operation of the equipment prior to being hired....or they should obtain training and/or experience outside their normal employment.	Chandler Holland
Used Paint Haz. Waste Barrel for Residential Life	Residential Life asked about obtaining a replacement barrel for their left over hazardous waste paints	Chandler Holland
Exit line of sight from Lot 4A	A concern was discussed about vehicles exiting Lot 4A (lower level lot behind the Pay Lot) not being able to see approaching vehicles due to large contractor trucks parking on the south curb of south road westward toward Julia Sears. It was discussed that the contractors parking there should be wrapping up their work on the Ballroom project by mid October therefore reducing the hazard.	Chandler Holland Carol Jensen

**Next Meeting - Tuesday November 8, 2011 1:30 pm**