

SAFETY COMMITTEE MEETING MINUTES

DATE: April 26, 2011

TIME/PLACE: 1:30 p.m., WC 221

CHAIRPERSON: Chandler Holland

PRESENT: Robert Arndt, Don Duehring, Jerry Harty, Donna Hensel, Beth Holcomb, Carol Jensen, William Kramlinger, John Paul, Diane Roggow

Chandler Holland welcomed the members to his first Safety Committee Meeting.

The January 25, 2011 minutes were approved.

Past Safety Committee minutes and other safety-related information can be viewed on line at: <http://www.mnsu.edu/facilities/departments/ehs.html>

OLD BUSINESS:

Safety Shoe State Policy – A guideline for what job classification is required to wear safety shoes needs to be completed. Chandler will look into this.

Poster -- Action Item: John Paul volunteered to make a poster that simplifies the injury reporting process including a map of the location with an address. **ACTION ITEM:** John, Diane and Chandler will get together on this.

Shoe Slip Ons: Don Duehring brought an example of a shoe slip on that the GMW's can use when waxing or working on slippery floors. The GMW's like them. Don will check with Lisa Kirby to see if her crew would like to use them.

Eye Wash Stations: Jerry Harty feels that the eye wash stations may be too high for someone in a wheel chair. **ACTION ITEM:** Jerry to check with Julie Snow to see if they are in compliance. Chandler has looked at some of the eye wash station areas and noticed that several buildings need to have clutter removed from the area and be kept clear at all times.

Electrical Panels: Jerry has concern about the electrical panels in Ford Hall not being locked. They do not shut all the way and keep popping open. Kevin Morgan says that these have been taken care. **ACTION ITEM:** Jerry will check it out to confirm.

Trafton C-124: There are no hand rails in Trafton C-124 for people to use when going up and down the steps. This could be a safety issue for people carrying things or when cleaning. Chandler checked out the situation and we are compliant with code. A few things that should be checked out first is the cost to add railings and if this area is scheduled to be remodeled.

Moving File Cabinets: Diane Roggow said she recently had a heavy file cabinet moved in her office. Her concern was how the student was moving it. Is there any training for students on moving heavy items? **ACTION ITEM:** Chandler will talk with Dwight. He has a DVD that he could use for training.

CSU Lot 11A Entry/Exit: Carol has concern about the exit/entry way in the CSU lot 11A. It's hard to see cars when exiting as the corner is so close. Could the exit/entrance signs be put back up? **ACTION ITEM:** Carol will check with her officers to see if this was done.

Fire Drills: A plan needs to be scheduled for fire drills during the upcoming academic year. A meeting took place to start working out details with Security. Building Emergency Coordinators need training to assist with the drills. **ACTION ITEM:** Chandler will follow up with Dale to see where he was at with this to start working on a game plan.

Building Emergency Coordinators: Chandler will look into where we are at with getting coordinators assigned for each building. It's close but there are still a few buildings that need coverage.

AED Funding: Carol Jensen has submitted a funding request to replace AED's on campus for an estimated \$40,000. Carol has not heard back on this -- still waiting to see if it could get funded from a 2nd source as well.

Lot 7 Slippery: Diane Roggow has received many complaints about how slippery Lot 7 has been this year. Some of the reasons the Committee felt that this area seems worse is that snow gets built up in this area; people walk across the street by Otto; and cross walks are slippery. Would it be possible to use a non-slip paint on this cross walk? **ACTION ITEM:** Chandler will talk with Sam.

Old Paint Drums -- John Paul asked how to get rid of 55 gallon paint drums. Could smaller drums be used for easier handling? **ACTION ITEM:** John Paul will put in a Delivery Move Request so that the drums are delivered to the hazardous building.

NEW BUSINESS

Injury Accident Review -- Injuries were reviewed from January 25 – April 26. There were 34 injuries with 15 recordables. The GMW's feel that with the cuts that have taken place there is more area to cover and they try to work faster which causes more accidents.

Motor Vehicle Accident Review – There were no vehicle accidents since January 25.

AROUND THE TABLE DISCUSSION

New Dorm Construction: Concern about the construction at the new dorm was discussed. Met Con has used flag "guys" at times. Chandler would like to see the construction crew wearing newer/brighter safety vests so they stand out. It was asked if the intersection could be controlled all day. **ACTION ITEM:** Chandler will go to the next construction meeting and talk to Met Con about these concerns.

High Visible Vests for Grounds Crew – Discussion was held and it was recommended that the MSU Grounds Crew wear high visible vests in their day-to-day activities. **ACTION ITEM:** Chandler will look into this.

Wiecking Shower: Carol stated that the Wiecking shower in the break room by the Metal Shop was locked and they did not have a key. If any of her EMT's would need to shower after being exposed to an infectious waste, they may need to use it. **ACTION ITEM:** Carol will check with Mike Lexvold to make sure this remains accessible.

Security Training: Security trains new staff on blood borne pathogens and Right to Know at their original orientation, but would like to have annual training when that is scheduled by the EHS Department.

PA Steps in Winter: The GMW's have concern about shoveling the steps in front of PA. It was the recommendation of the Safety Committee to shovel both sides of each railing, but not the entire set of steps. The GMW's focus on clearing the handicap ramp and the area on the north side of PA first as people come in that door from the parking lot.

Safety Charter: **ACTION ITEM:** Chandler will touch base with Dale to see if this was finalized before he left.

Refillable Water Jugs: There was concern that some of the large water jugs in Wiecking were being filled with a hose that was laying on the ground and that this was not sanitized. This is no longer being done and should not be an issue any more.

Children's House Tornado Shelter: The Children's House tornado shelter is going to be located in the Family Consumer Science hallway as there is no glass in this hallway. The original recommendation was to stay in the Children's House hallway, but there are several observation windows with glass in this area. A notice to parents will be sent.

Next Meeting: July 12, at 1:30 in WC-221.

Report any potential safety hazard to your immediate supervisor for prompt action. Any safety concern that has not been promptly addressed by the immediate supervisor should be reported to a member of the Safety Committee or the Office of Environmental Health, Safety and Risk Management.