

## ***SAFETY COMMITTEE MEETING MINUTES***

DATE: November 17, 2010

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

CHAIRPERSON: Dale Plemmons

PRESENT: Robert Arndt, Jerry Harty, Donna Hensel, Beth Holcomb, Carol Jensen, Diane Roggow

The September 14 minutes were approved electronically.

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 Committee Charter Update** – Rick Straka has been appointed as the President’s representative for the Safety Committee.

**Safety Shoe State Policy** – Dale is working on a guideline for what job classification is required to wear safety shoes.

**Action Item:** John Paul volunteered to make a poster that simplifies the injury reporting process including a map of the location with an address. John will work with Diane to make sure he gets enough information needed for the poster.

**Transportation of Injured Staff and Students** – Dale checked with MnSCU about transferring injured staff and it is correct that you cannot transport injured employees. MnSCU’s advice is to use an ambulance. University Security does not transport either but would help in making arrangements. An employee could take annual leave to transport a worker, but you would have to make sure it was preapproved. A taxi could also be called.

**Map to Now Care** -- Carol will get a map for the EMT’s to use for directions to Now Care.

**Shoe Slip Ons -- Action Item:** Don Duehring will look at getting some slip-ons for the Residential Life GMW’s that slip over shoes to help grip when waxing and washing floors.

Diane Roggow stated that there are some concrete areas that are at different heights which have caused tripping accidents – one is outside Memorial Library and one is going toward Wigley from Lot 6. **ACTION ITEM:** Checked with Mike Lexvold to see if this has been done and the Wigley concrete has been fixed. The library one couldn’t be found; it may have shifted from weather and could be OK at this time.

## Tornado Shelters

- Diane stated that there was an extensive ADA Compliance survey done and Carol should check with Julie Snow to see if there was anything regarding tornado shelter signage.
- When the MnSCU safety audit team was on campus, they were looking at Children's House. It's possible that the children stay right in the area instead of going to the basement. There is a hallway where there are no outside windows. We will wait for the audit team's recommendation and then get it formalized in writing.

**Injury Accident Review** -- Injuries were reviewed from September 11 – November 16. There were 15 injuries over this period. There were five motor vehicle accidents.

## OPEN DISCUSSION

There are about 20 defibrillators throughout campus. The original equipment was purchased through equipment funding. Between Security and EHS they have been replacing the pads and batteries. 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.

Jerry has concern about the electrical panels in Ford Hall not being locked. They do not shut all the way and keep popping open. **ACTION ITEM:** Jerry to have Kevin Morgan look at these.

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. **ACTION ITEM:** Dale will check into this.

Dale reported that there are new pedestrian crosswalk signs placed by Julia Sears Residence Hall. Hand rails have been installed at the CSU pay lot pedestrian ramp.

Snow Issues:

- A safety concern was expressed that sidewalks were not cleared soon enough and students were walking on the road. Reminders were sent through Residential Life.
- Someone slipped on the City of Mankato painted crosswalk between McElroy and Wiecking Center. The paint has a tendency to be smoother and slippery even when it's not snowing.
- After the last snow storm on a Saturday, there was an event at the Student Union and the sidewalks were not cleared. Bob Arndt said that the snow was so wet the equipment could not keep up with it. Crews have been working overtime and weekends.
- There is a piece of equipment that has a torch and it blows fire to dry wet areas. The safety concern is that the person using it be fully aware of the instructions, wear proper clothing and be careful by vents in case of sewer gas. **ACTION ITEM:** Dale to talk to David Cowan about its use and ensure training is provided.

Diane Roggow said when 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:** Dale to check with David Cowan.

Carol Jensen will be requesting tornado signage and AED's from strategic planning funding.

Carol has concern about the exit/entry way in the Crawford lot 11A. It's hard to see cars when exiting and traffic blocking the area with such a short turn out. **ACTION ITEM:** Dale to check on status.

Carol Jenson is concerned about the new recreational field area and the walking path. There is no lighting on the path and students go out there at night all the time. She's concerned for the safety of the students. Dale brought this up at a Facilities staff meeting and signage will be placed out there stating that the path is closed from dusk to dawn.

A plan needs to be scheduled for fire drills during the upcoming academic year. **Update:** A meeting has been set to start working out details with Security. Building Emergency Coordinators need training to assist with the drills.

**NEXT MEETING: Tuesday, January 25 @ 2:00 in Wiecking Center, 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.**