

SAFETY COMMITTEE MEETING MINUTES

DATE: July 12, 2011

TIME/PLACE: 1:30 p.m., CSU 238

CHAIRPERSON: Chandler Holland, EHS & Risk Management Director

PRESENT: Robert Arndt, AFSCME – Unit 202
Don Duehring, MMA
Jerry Harty, AFSCME – Unit 203
Donna Hensel – Administrative Support (minutes)
Beth Holcomb, AFSCME – Unit 206
Carol Jensen, Security Representative
John Paul, Interfaculty Organization

ABSENT: William Kramlinger, Student Representative
Diane Roggow, Commissioner's Plan/Human Resources Rep.
Rick Straka, President's Designee

The April 26, 2011 minutes were approved.

Committee Membership: Chandler will check with the Union reps for MAPE and ASF as to representation. **UPDATE:** Medea Myhra will be MAPE's representative.

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 Policy

- A guideline for what job classification is required to wear safety shoes needs to be completed. Currently, the only trade that is required to wear safety shoes at all times are the boiler plant staff.
- If an employee receives safety shoes and does not wear them, what will the consequence be if they had a foot injury?
- It has been noticed that there are students working on campus maintenance jobs wearing flip flops or open-toed shoes. **ACTION ITEM:** Chandler will talk with the supervisors.

Poster: Carol Jensen has made a poster that has a map and directions to the Now Care facility that she has given to her EMT's. **ACTION ITEM:** Carol will add the hours of operation. Chandler will add this information to his duty-day training.

Eye Wash Stations: Jerry Harty found that the new eye wash stations at Ford Hall may not be at correct heights. A recent ADA study notes the following deficiencies:

Eye Wash/Emergency Shower Stations - The eye wash and emergency shower stations throughout the building are not accessible. The heads for the eye wash are typically mounted at about 44" Above Finished Floor (AFF) and the pulls for the showers are at 66" AFF. There is no specific standard for the eye wash station, however these and the emergency shower pulls must be within reach range for a person with a disability or a person in a wheelchair. The standards for reach range can be easily applied for the pulls (ADA Standards 4.2.5 and 4.2.6) which would allow 54" AFF (or 48" maximum reach in ANSI).

The best standard for the eye wash would be the criteria for drinking fountains; the maximum height, clearance and knee/toe space is found in ADA Sections 4.15.2 to 4.15.5. There is also information in the ADA Standards Appendix that discusses critical dimensions for a person in a wheelchair. Figure A3 shows typical eye level for a person sitting in a wheelchair to be 43 - 51" . If that person needed to bend over to use an eye wash (or drinking fountain) their head might be at about 36" as is the recommended maximum for a drinking fountain spout and LCM's recommended maximum for the eye wash heads. Knee and toe space must also be evaluated to make sure the bowl is not located below 27" AFF and to be sure the drain pipe is not in the toe space.

Electrical Panels: Jerry Harty says the electrical panels in Ford Hall still pop open even though the contractor supposedly has been back to fix them **ACTION ITEM:** Chandler will check with Kevin Morgan. **UPDATE 7/13/11:** There is only one panel that pops open. Jerry will coordinate with Kevin Morgan on taking a look at this remaining panel.

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. **ACTION ITEM:** The Safety Committee recommends that hand rails be added in this room.

Moving File Cabinets: Chandler will talk with David Cowan about DVD training for the delivery staff on moving heavy items, personal protection equipment and vehicle safety. **UPDATE:** Training was done for Delivery staff and students on July 15, 2011.

CSU Lot 11A Entry/Exit: The signage has been taken down that used to mark one road into the lot as "Entrance" and the other "Exit". The concern about exiting on the southern most road is that a vehicle would come around the corner too quickly causing an accident. **ACTION ITEM:** The Committee recommends that the signage be put back up marking the two roads: the southern road into the lot as "Entrance" and the northern road into the lot as "Exit". Carol will coordinate this.

Fire Drills: A plan needs to be developed for fire drills during the upcoming academic year. **ACTION ITEM:** Carol and Chandler will work on an e-mail giving the campus a "heads-up" on fire drills and/or an emergency. Fire drills need to be scheduled following this notification.

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. **ACTION ITEM:** Carol and Chandler will meet on this to get this finished.

AED Funding: Carol Jensen said Security has received funding to replace all the AED's on campus.

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.

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

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. **ACTION ITEM:** Chandler will check to make sure the parents have been notified.

NEW BUSINESS

Injury Accident Review -- Injuries were reviewed from April 26 – July 12. There were 20 injuries with 10 recordables. Going forward the committee will review injuries trend comparisons for previous two months as well as the same two month period from the prior year.

Motor Vehicle Accident Review – There were only two vehicle accidents reported in May/June.

AROUND THE TABLE DISCUSSION

Ergonomics – Chandler has done several ergonomic evaluations and has provided 7 ergonomic chairs. He is now looking at several vendors to get new chairs to replace our stock.

Fluorescent Light Bulb Procedure – Chandler is working with Building Services for a more organized procedure for light bulb storage and recycling. We recently had a large pickup from Trafton of bulbs from different areas on campus. There were a lot of broken bulbs. Broken bulbs cost more to ship. Revised procedures for GMW handling and storage of bulbs will be presented at the GMW Safety Training on August 17, 2011.

OSHA Letter – Performing Arts recently received a letter from OSHA requesting clarification on several items in the scene area as identified by a written complaint received by their office. Performing Arts have addressed the issues in writing via written response to OSHA.

Utility Vehicles – We are currently looking at utility vehicles and what safety equipment should be added with the original purchase to ensure 'Best Practices' – roll bars, bumpers, safety placards, etc. The Committee will review the information gathered before a standard is put in place.

Inspections of Spaces – Don Duehring would like to have inspections of janitor closets, shops, etc. to make sure everything is safe. **ACTION ITEM:** Chandler and Don will set up times to go through areas.

Environmental Safety – Carol Jensen requested that Chandler work with Security to go around areas at dusk with a Security guard to find any areas that could be a potential safety concern due to lighting, bushes, etc. **ACTION ITEM:** Chandler will work with Security to set up a time.

Refrigerator in Hallway in WA 3rd Floor – Carol Jensen has concern about the fridge on the third floor of Wigley. There have been several complaints over the years that food has been taken. Carol's concern is that it is a possible potential for someone to crawl in it and suffocate since it is in an open hallway. **ACTION ITEM:** Chandler will take a look at it.

Next Meeting: Committee members confirmed a regular schedule of meetings shall occur the second Tuesday of every other month beginning at 1:30 p.m. in WC-221.

Meetings for 2011 & 2012 are as follows:

September 13, 2011

November 8, 2011

January 10, 2012

March 13, 2012

May 8, 2012

July 10, 2012

September 11, 2012

November 13, 2012

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.