

Minnesota State University Mankato
OFFICE OF ENVIRONMENTAL HEALTH, SAFETY AND RISK MANAGEMENT

Health and Safety Committee

Tuesday March 17, 2015 at 1:30 pm
 Wiecking Center Room 221

MINUTES

A. REVIEW OF MEMBERSHIP/ATTENDANCE

| Bargaining Unit / Department | Member | Present | Absent | Comment |
|----------------------------------|------------------|---------|--------|---------|
| Administrative Support (minutes) | Tony Francour | x | | |
| MSUAASF | Wendy Schuh | x | | |
| AFSCME – Unit 202 / CSU | Craig Rasmussen | x | | |
| AFSCME – Unit 203 | Jerry Harty | x | | |
| AFSCME – Unit 206 | Larry Hennis | | x | Excused |
| AFSCME – Unit 207 | Deb Meissner | x | | |
| Commissioners Plan/HR | Diane Roggow | | x | Excused |
| EHS & RM | Chandler Holland | x | | |
| Interfaculty Organization | John Paul | | x | Excused |
| MAPE | Medea Myhra | | x | Excused |
| MMA / Residential Life | Don Duehring | | x | Excused |
| President's Designee | Rick Straka | | x | Excused |
| Security | Bryan Johnson | x | | |
| Safety Officer 1 | -vacant- | | | |
| Student Representative | | | | |

B. REVIEW & APPROVAL OF Jan 13, 2014 MEETING MINUTES

C. REVIEW OF STANDING ITEMS

1. Injury & Accident Review

| | CY 2014 | PY 2013 |
|------------------------------------|---------|---------|
| First Report of Injuries (Jan-Feb) | 21 | 15 |
| Recordable (Jan - Feb) | 8 | 5 |
| Total FRI Year-To-Date | 21 | 15 |

2. Motor Vehicle Accident Review

| | |
|-----------------|--|
| MVA (Jan - Feb) | 2 (*1 non-MSU vehicle accident reported) |
| Costs | \$4,000.00 |

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ON-GOING ISSUES

1. **Building Emergency Coordinators (BEC's)** – Chandler Holland / Bryan Johnson
 - **Still Recruiting:** *BEC's are key volunteer individuals designated in each building trained in basic emergency response procedures. EHS with assistance from Campus Security are in the process of recruiting volunteers so training can begin.*
2. **A Tobacco Free Campus** committee has been formed and met on July 8th. The committee's goal will be to review and clarify the campus policy on tobacco use.
 - **In Process**
 - Haley Deike was hired to work on formulating an effective policy. She is hired part-time and is funded by the American Lung Association.
3. **Students have continued to work in labs unsupervised.** The committee is not in favor of this practice continuing. Chandler will follow up with the department and chair.
 - **In Process**
 - Student training is being conducted by Chandler Holland.
4. **Odors in Ford Hall.** A re-commissioning of Ford Hall is being considered to correct the ventilation issues.
 - One wheel was changed and has a smaller pore size. It has been an improvement but not yet perfected. There will be a meeting of engineers and vendor reps to review the issue this week to prepare a presentation for the users of Ford Hall. Wheels will be shut down during labs if weather permits.
Complete – All for wheels have been replaced.
5. **Stretching Exercises for Employees**
 - Dian Roggow will contact the DOT for info on their program.
 - A stretching class was conducted during professional development day by Diane Roggow with materials provided by the DOT. The materials will be posted on the universities EHS, Wellness and possible DL2 sites.
 - **COMPLETE** – The stretching exercises are now available on the Environmental Health and Safety web site.
6. **Replacement of Safety Officer (Chemical Hygiene Officer)** – Chandler Holland
 - **In Process** – On hold temporarily due to budget constraints.
7. **Stadium Road Crossing:** There is question of need to demarcate a crosswalk across Stadium Road from the athletic fields over to Highland center. This was questions on contacting Blue Earth County who owns that stretch of road. Chandler will contact the county to discuss this issue.
 - **On-Going**
8. **Campus Building Numbering:** A plan is being developed to number entrances/exits of all buildings on campus.
 - **On-Going** – PA entrances were numbered, but no feedback has been heard from patrons of that building. The office of Planning and Construction will be asked to include these numberings on their CAD sheets.

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- 9. MS4 Notification (Municipal Separate Storm Sewer System):** We have received notice from the MPCA regarding our system and have 18 months to comply.
- Chandler Holland will give a power point presentation to the committee in the near future.
 - **On-Going**

D. NEW COMMITTEE MEMBER ISSUES/SUBJECTS

1. An issue with possible unclear signage to assist persons without sight. The locations of this signs will be given to Chandler Holland and he will route them to the appropriate office for correction.
2. Concern was expressed about the concrete pad for the new dining hall loading dock not being heated to prevent ice.
3. Concern about students who are using the campus labs, especially when alone. Apparently some labs have had the window on the door covered preventing anyone from looking in. The concern is that with the potential for an accident, the covering prevents someone from the outside noticing that someone inside the lab is in distress. The room numbers of the labs will be collected and given to Chandler for his investigation.
4. There is an occasional gas smell by the Performing Arts Sign on the corner near the Library. It is possibly the result of a regulatory valve, which is normal. Maintenance will be asked to investigate.
5. Concern was expressed that some of the phones on the third floor of the Library were not responding during test alerts. The numbers of the phones will be given to either IT services or Security for processing. The problem may be as simple as needing to increase the licensing to match the quantity of phones on campus.

Next Meeting: May 12, 2015