

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

**Health and Safety Committee**

Tuesday July 8, 2014 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				
AFSCME – Unit 202	Jeff Bode	x		
AFSCME – Unit 203	Jerry Harty	x		
AFSCME – Unit 206	Beth Holcomb	x		
AFSCME – Unit 207	Deb Meissner	x		
Commissioners Plan/HR	Diane Roggow	x		
EHS & RM	Chandler Holland	x		
Interfaculty Organization	John Paul		x	
MAPE	Medea Myhra	x		
MMA / Residential Life	Don Duehring	x		
President's Designee	Rick Straka		x	
Security	Bryan Johnson	x		
Chemical Hygiene Officer	Jerome Niss	x		
Student Representative	Brandon Janike	x		

**B. REVIEW & APPROVAL OF May 13, 2014 MEETING MINUTES**

**C. REVIEW OF STANDING ITEMS**

**1. Injury & Accident Review**

	CY 2013	PY 2012
First Report of Injuries (May -June)	19	14
Recordable (May - June)	4	1
Total FRI Year-To-Date	44	39

**2. Motor Vehicle Accident Review**

MVA (May - June)	
Costs	

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**D. 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. **Utility Vehicles** – Chandler Holland
  - **Issue is ongoing**
3. **Performing Arts Building Entrance / Step** – Chandler Holland.
  - **Issue is ongoing**
4. **Lot 11A Exit Sign** – Chandler Holland
  - **In Process:** Work order submitted for signs
5. **Bicycles and Skateboard Sidewalk Issue** – Brian Johnson
  - **In Process:** Will be re-evaluated in the fall
6. **Fire Alarm Audible Instructions – Preska Hall**
  - Improvements made. Still being tested
7. **Emergency Messaging Systems – Ford Hall phones, McElroy Hall public address announcements**
  - **In Process:** Improvements made. Still being tested.
8. **During a mock OSHA inspection** of the Residential Life Shop area's revealed no major violations. Violations found included such things as the use of extension cords in permanent situations, and the use of multi outlet adapters.
  - **Completed**
9. **A Tobacco Free Campus** committee has been formed and met on July 8<sup>th</sup>. It's goal will be to review and clarify the campus policy on tobacco use before the return of staff for the fall semester.
  - **In Process**
10. **Pallets located under Trafton Stairwell B** were removed by EHS. More have been found in the west stairwell of Ford Hall and will also be removed.
  - **In Process**
11. **Students have continued to work in labs unsupervised.** A departmental "Chemical Hazards" committee will be formed to make recommendations on which labs require supervision and how to provide it.
  - **In Process**
12. **The Library staff had some questions on the steepness of the hill outside the new pedestrian tunnel,** and if a hand rail might be necessary for safety. A review of safety codes determined that the hill does not require a hand rail.
  - **Completed**

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13. **There was some question on if the new tunnel should be evacuated during an alarm** in either the Memorial Library or the CSU. In both cases it should be evacuated. The door to the outside (center of the tunnel) is not to be used a fire exit.
  - **Completed**
14. **A security phone** is being considered for the new pedestrian tunnel.
  - **In Process**
15. **It was noticed that some instructors are leaving labs wearing the purple gloves** used for safety in the labs. This is contrary to protocol and in disregard to the posted signage, unless it is necessary to transport dangerous items from the lab.
  - **To be revisited in the Fall.**

**E. NEW COMMITTEE MEMBER ISSUES/SUBJECTS**

1. **Sidewalk Issue.**
  - **In Process**
2. **Security** has been hanging posters with instructions on whether to leave a building or shelter in place during an emergency.
  - **Completed.**
3. **A temporary speed bump** is being considered for the area between Nelson and Wissink Halls to slow down traffic moving through there.
  - **In Process**
4. **A traffic bollard** is being considered for the area between Morris Hall and Highland North to prevent traffic from driving on the lawn.
  - **In Process**
5. **Junk has been accumulating again** on the third floor of Nelson Hall, creating a hazard for people walking through and working in the area. It has also been interfering with repair staff attempting to make repairs. EHS will inspect the area.
  - **In Process**
6. **Training** has been requested by the chemistry department, on how and when to report minor student injuries in labs.
  - **In Process**
7. **Odors in Ford Hall.** A re-commissioning of Ford Hall is being considered to correct the ventilation issues.
  - **In Process**
8. **The sprinklers** in Ford Hall are being modified to correct a corrosion issue.
  - **In Process**
9. **FH 136.** Broken glass had been tossed into the trash. The individual was instructed on the proper disposal of broken laboratory glass.
  - **Completed.**

**Next Meeting: September 9, 2014**