**Minutes**

**Health & Safety Committee**

**February 6, 2020 – 12:50 p.m. – 1:55 p.m.**

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| **Present:** |  | **Absent:** |  |
| Mark Sierson | Pat McMahon | Ken Ayhens | Shirley McCarthy |
| Sharon Cromie | Mary DePentu | Mitch Fields | Steve Fraiser |
| Brian Bateman | Linda Dahlin | Jason Hrncirik | Melissa Familo |
| Roy Ayotte | Mangala Nanthakumar | Joe Miceli | Aaron Johnson |
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\*If you are going to be absent, provide someone else on the committee with your updates.

Motion for the minutes to be accepted as written: 1st by Pat 2nd by Mangala.

**ONGOING BUSINESS**

1. **Lock Out Tag Out** –Ken updated the committee, there were 12 new SOP received in January 2020. (6 from electrical, 1 from plumbing and 5 from central heating plant, no totals given.) ONGOING since 9/6/17.

**ACTON ITEM:** Ken to contact Tina to ask for a monthly count of SOP’s written and a totally completed count of SOP’s. **Ken will report the number of SOP’s received at the 1st meeting of each month.**

1. **Review of Accident Reports –** Mangala reported that there were 6 (slips/trips/falls) 1 strike and 1 pulled muscle for the month of January 2020.

**ACTION ITEM: Ken will report information out on the 1st meeting of each month.**

1. **Moving Heavy Items into Cayuga Storage Area –** Staff will no longer be putting large bulky items in or out of the storage area, if an amour or other large items need to be moved in or out, a work order needs to be submitted for Ken to assess, so the correct staff and safety procedures are being followed. There is a plan to move all bulky items out of this space in the summer of 2020.There are no plans to replace the current ramp at this time 11/14/19. ONGOING since 5/16/19. **Bring Back Summer 2020**.

We aren’t going to use the concept drawing to replace the ramp in Cayuga storage area. Brian will put in a work order for toe boards to be added to the edge of the existing ramp surface to help keep items from falling off the sides of the ramp and help staff from being harmed while moving items in and out to the space. Project number 19-150. ONGOING since 5/16/19.

**ACTION ITEM:** Brian will put in a work order work order BT-5288 for side guards to be added to the edge of the existing ramp.

**ACTION ITEM:** Carol Bullock, Paul Lowery and Steve Fraiser will meet to discuss an assessment of the ramp.

1. **Ergonomics –** There is a Global awareness training that can be provided by the CSEA. Linda talked about the back awareness fitness training with the committee. The CSEA provides training on their website, can we ask staff to review these training videos and power point presentations prior to summer 2020? ONGOING since 1/23/20.

**ACTION ITEM:**Can EHS offer videos at the morning custodial meetings?

**ACTION ITEM:** Sharon to share the back awareness fitness training sent by Linda to the whole committee.

**OLD BUSINESS**

1. ***Dock Plates Being Left Flat on Loading Docks -*** *Ken is looking for a safe place on the* loading docks to safety store dock plates. Ken is looking at Hewitt dock first. He is reviewing the placement of dock plates for training staff on the storage of dock plates. Ken stated this item should be completed by December 2019. Hewitt is in design and on the project list for summer 2020. Can a stencil be painted on the dock plates stating weight of dock plates and 2 or 3 person lifting object? ONGOING since 10/3/19.

**ACTON ITEM:** Ken to talk to staff about dock plate storage and temporary signage. Ken to update at next meeting.

1. **Hearing Protection** – Readings were recorded when 1 generator was on, next week Jeff will wear the monitor again when he goes into the building while the generator are running. ONGOING since 1/9/18.

**ACTION ITEM:** Ken toupdate the committee at the next meeting 2/20/20.

1. **Skylights on Roofs –**This item was originally removed on 8/23/18 but due to schematics being misread for weight rating of current windows. Jason in building trades, is working on gathering information on “cages” for the skylights across campus.  Posts and rope are being purchased with signage “closed for the season” to close off areas around skylights. If work needs to be completed, staff need to go to EHS for approval to enter work area. The barriers are completed and temporary signs have been posted. Mike Izyk will be making permanent signage for the roof access doors, do we have a date for completion?  Signs have been posted in all the buildings. 1/8/20.Covers have been installed over the skylights in Shimeman. **2/6/20.** The skylights on Shady Shores will be accessed by a JLG.

**ACTION ITEM:** Ken to write a work order for the skylights to be inspected on all the roofs as part of the annual fall protection. Ken working on spreadsheet to locate all the skylights across campus, update at next meeting 2/20/20.

1. **Safety Signage across campus -** Ken and Steve are discussing the use of stick on signs vs tape on signs for eyewash stations. Once it’s been determined which signs we will be using, a work order will be generated to Mike Izyk for installation. **Bring Back June 2020**.

**ACTION ITEM:** Mike Izyk to install signs for eyewash station in Shineman, this should be done by the next meeting. Has this been completed?Some of the signs are up, Ken not sure is they are all done, update at next meeting.

1. **GFI’s –** GFI outlets will be installed when water fountains are replaced during annual inspection. Plumbing will put in a work order for GFI outlets prior to installing a new water fountain. **Bring Back in September 2019.** Update, GFI’s have been installed with any new water fountains. This is happening during new installation. **CLOSED 2/6/20**
2. **Pipe labeling –** Staff will be surveying the pipes across campus to assess correct labeling so labels can be added as needed. **ON GOING since 10/19/17.** Tim has a list of materials to start the project and Mark will wear a cloth mask while working in areas. There is a work order to monitor Swetman mechanical room for mold. Mark gave a list of supplies to Tim and they are being ordered.This project has not been started 2/6/20. There are currently discussions with Brady for pipe labeling to be started. Currently we are relying on staff to label pipes that are not currently labeled. If you see a pipe that needs a label, place a work order for the label and administrative staff will print the needed label to complete the work order. 2/6/20. **Bring back in January 2020**

1. **Working at Heights (OSHA Standards for Ladders)** –There is no ladder policy. Grainger will be on campus on 10/17/19 to assess our ladders. ON GOING since 8/22/19.Ken is working on updating the ladder training book. Becky to send the update from Grainger to Mary.Grainger will be on campus on 10/17/19 to access our ladders. Grainger has accessed the ladders in housing and is now accessing the ladders in academics, they will provide a report once done. Ken read the fall protection/working at heights document to the committee.  Please review this document once it’s on the website, there is a lot of good information in it regarding ladders, harnesses, working on roofs, etc. There is also a 5 page form that will need to be completed prior to working on a roof and submitted to EHS for review. ON GOING 7/11/19 Becky is currently working on the spreadsheet to identify buildings. If a ladder is missing a mfg. label, the ladder can be relabeled with the lowest weight rating. 2/6/20. **Bring back January 2020.**

**ACTON ITEM:** Mary to update the committee regarding the report from Grainger at the next meeting.

1. **Chemical awareness program**. How chemicals are stored? How they are transported, in case of spill are we prepared? How to become more efficient on the topic of how they are introduced to our system (MSDS)?  **Remove to discuss at a later date in September 2018.** A committee has been reinstated, Ken talked to staff about using the correct PPE’s. There is a procedure for Rice Creek’s chemical storage already in process.  Do we have a no drain hazardous waste disposal policy? Is it being followed since Charlene has left? There is an existing policy and Mangala does chemical awareness training. **CLOSED 9/19/19.** Mangala is working on a better chemical awareness program, there is training on the EHS website for storage/transfer/spills. Labs are following the current policy. Ken and Mangala are working with staff in Tyler Hall to make sure departments are following policy when purchasing art supplies. MSDS books are currently being updated across campus. ONGOING since 6/12/18.

**ACTON ITEM:**Sharon to email purchasing to suggest that anyone who purchases chemicals, work with Mangala to make sure there are MSDS sheets prior to the item being purchased.

1. **Monthly topics and newsletter –** There is no newsletter generated from EHS anymore. It was discussed that someone else take over the newsletter. ONGOING since 2/6/20.

**ACTON ITEM:**Mitch, can the health and safety meeting minutes be added to the EHS website?

**NEW BUSINESS**

**\*Please see time change**

***Next Meeting:*** *Thursday February 20, 2020 12:45 pm - 1:55 pm*