Date: January 8, 2016

To: Facilities Management Safety Committee

From: Suzanne Miller (Recorder)


Members Present: Beret Amundson, Cheryl Anderson, Chris Breister, Tony DeRosier, Ryan Flaherty, Keith Johnson, Erik Larson, Laura Lott, Robin MacGregor, Marten Marteness, Joy Michalicek, Reed Paulson, Derek Viebahn, and recorder Suzanne Miller.

Members Absent: Joshua Carr, John Sobolik, Chris Stevens, and Gary Swor.

The minutes from the November Meeting had one amendment. There were actually three grates in the street identified as being installed years ago in a direction that could cause a bike tire to go in. They were temporarily modified by Erik Larson and Shane Peterson. They will be looked at for replacement in the summer.

Welcome: New members were welcomed to the committee. Members went around the room and introduced themselves.

The Safety Committee Chairperson Election was held, and Robin Macgregor was re-elected to another term. His term will end on December 31, 2016.

Safety Committee Members Responsibilities were read from the Employee Safety Handbook by Robin Macgregor.

Injury Summary Review: There were nine reported injuries.

A. While bending at the waist to sweep, employee felt pop on the right side of groin, followed by hours of soreness. No medical treatment sought.
B. Employee broke out in rash on hands and wrists from nitrile gloves worn for cleaning tasks. No medical treatment sought.
C. Employee reported a strained left thumb. Has difficulty holding custodial items. No medical treatment sought.
D. Employee reached to move a five foot step ladder and tweaked lower back. No medical treatment sought.
E. Employee got a vacuum cord wrapped around foot and tripped forward bumping left elbow and left knee. Some redness and bruising occurred. No medical treatment sought.
F. Employee was shoveling entry ways and aggravated/stressed the joints of thumbs on both hands. No medical treatment was sought.
G. Employee was changing out the pad on a walk behind burnisher and while tightening the center he felt “pop” in the right hand. No medical treatment was sought.
H. Employee hit back of hand on piping causing a bruise and swelling. No medical treatment was sought. *This progressed to receiving treatment. Employee is still working, but with limitations.
I. While shoveling out the bed of a pick-up truck, employee slipped on ice that was under the snow, injuring his back. No medical treatment was sought.

Safety Work Order Reports: None to report.

Near Miss Report: None to report.

New Business Discussed:

A. Cheryl Anderson talked about the safety program. The web site will be made more robust. The 2016 training matrix is being worked on. Right to Know will be the first training, held in February for all employees including students. Mark Liske conducted asbestos awareness training in December 2015 and completed all but two groups. Training for these two groups will be held in January 2016.

B. Erik Larson talked about slips and falls. He isn’t being informed about trips, even though he is in charge of repairing sidewalks and other walking surfaces. Trip and fall reports go to HR and are not being routed for repair. A suggestion was made that a w/o could be put in to document the spot that needs repair and flagged as a safety w/o. Grounds should get the temporary fixes, like filling potholes. Erik Larson should get the permanent sidewalk repairs. A procedure was outlined and approved by the committee, stating “Going forward, all trip reports that are reported to FM will be routed via a safety work order to FM ESS for further assessment and action.”

C. Zee Medical Cabinets expense was talked about. Attached to the agenda was the OSHA required supplies along with suggestions from Laura Lott. Also attached were two spreadsheets from Beret Amundson. One showed Zee Medical current cost. The other showed the proposed cost by eliminating supplies and cabinets. The committee believes that the change could save a lot of money. The vote was unanimous to send the recommendations to the Management Team.

Safety Issues Addressed by Groups and Concerns for the Committee:

A. MSDS sheets are required for any chemical in use. A work group comprised of Laura Lott, Beret Amundson, and another employee which Laura will reach out to supervisors to get, will get together to propose a plan on where the hard copy of MSDS sheets for routinely used chemicals will be.

B. Three portable barricades have been made to make roadways safer when work is being done. They are available to use through grounds, plumbers, and Erik Larson.

C. Robin Macgregor brought up that the handicap elevator in Montague has two blackboards that are preventing handicap use. Laura Lott will follow up.

D. SpHC main glass handicap door – water drips from roof causing ice to build up outside door. A safety w/o has been put in to address this issue.

Environmental Health and Safety Report:

EHS had much input throughout the meeting. Laura wanted to add that they have a new student worker, Lisa. She also stated that she wanted it known she supports everything that was discussed. She is not a voting member, so her silence was not because she didn’t approve.

The meeting was adjourned at 3:40 p.m.