Date: March 4, 2016

To: Facilities Management Safety Committee

From: Suzanne Miller (Recorder)


Members Present: Beret Amundson, Rod Bodell (for Tony DeRosier), Chris Breister, Ryan Flaherty, Keith Johnson, Erik Larson, Laura Lott, Robin MacGregor, Joy Michalicek, Suzanne Miller, Reed Paulson, Chris Stevens, and Derek Viebahn.

Members Absent: Cheryl Anderson, Joshua Carr, Tony DeRosier, Martin Marteness, John Sobolik, and Gary Swor.

The minutes from the January meeting were approved as written.

Injury Summary Review: There were three reported injuries.

A. An employee cut top of head while changing light bulb in cat walk. Received minor clinic care.
B. Employee felt pop in left shoulder after pulling a garbage bag out of can. Experiencing numbness in left arm and shoulder. No medical treatment sought.
C. Employee cut head and strained neck while getting into air handler. Fan 588SF02 difficult to work on. No medical treatment.

Safety Work Order Reports:

A. There are two open safety work orders.
   1) SpHC 100E: water leaking in front of door. This issue will not be able to be addressed until spring.
   2) KSC: light bulbs out in staircases.

B. There are two closed safety work orders since last meeting.
   1) EduE 17: tables are wobbly.

Near Miss Report:

There was a near miss on the Kirby Loading Dock. A Waste Management driver didn’t disconnect cables at the compactor. Crews were called to address the safety issues involved. Additional discussion led to how a person could file a near miss report. It was suggested it be put on the FM web page.
Old Business:

A. Slip, trip, and fall reports are sent to Laura Lott from HR. They are being immediately forwarded to Shane Peterson and Erik Larson. This is working out well.
B. The reduction in number of medical cabinets and supplies has been finalized with the Management Committee and Z Medical. OSHA requirements are being met with the frills being gone. A work order is in to move the medical cabinet in the stockroom to housing.
C. Right to Know training finished up this morning, March 4. Laura Lott did the training. She made note of the fact that it is an annual requirement, and that she tries to change it up every year to keep it interesting.

New Business:

A. Chris Stevens presented a gavel to Robin Macgregor to use as he is presiding over the safety meetings.

B. Criteria for a safety work order was discussed. It should be timely and easy to define. A subcommittee of Chris Stevens, Joy Michalicek and Ryan Flaherty was formed to work on this.
C. Documenting a trip and how we respond was discussed. We will find out if HR is documenting trips. We don’t want to duplicate efforts. There are probably many falls we are unaware of. We should be documenting falls before an injury takes place.  
D. Safety training updates has been tabled until next meeting.

Safety Issues Addressed by Groups and Concerns for the Committee:

A. Chris Stevens mentioned that he hopes everyone is being safe while working.

Environmental Health and Safety Report:

A. As of Nov. 1, 2015, any work injury that results in hospitalization must be reported to OSHA. This is a Federal regulation. This is true even if a complication arises that requires hospitalization after the fact.

Meeting adjourned at 3:00 p.m.