Date: November 9, 2015

To: Facilities Management Safety Committee

From: Suzanne Miller, Recorder

Re: Facilities Management Safety Committee Meeting – November 5, 2015

Members Present: Beret Amundson, Chris Breister, Jeff Carlson, Molly Cherro, Tony DeRosier, Keith Johnson, Laura Lott, Robin MacGregor, Joy Michalicek, Suzanne Miller, Shane Peterson, Doug Pihlaja, and Chris Stevens.

Members Absent: Dave Broska, Joshua Carr, Kerrie Northagen, John Sobolik, Steve Strand, and Derek Viebahn.

Guest: Cheryl Anderson

The minutes from the September meeting were approved as written.

Injury Summary Review: There were seven reported injuries:

A. An employee was lifting a bag of trash and hurt his left shoulder. Minor clinic/hospital medical remedies were sought and diagnostic testing was done.

B. An employee was moving a chair cart outside across concrete/asphalt when the cart hit a ridge in the path. The chair cart tipped over landing on the top of his left foot. Minor remedies and testing were sought.

C. UMD police called a custodial supervisor stating that an employee was down with a large cut to his head. Minor medical remedies and diagnostic testing were sought.

D. Employee was on a 6 foot step ladder and twisted his knee. No medical treatment was sought.

E. An employee was removing excessive weekend trash from the garbage rooms when she noticed a strain in her lower back. Minor medical remedies and diagnostic testing were sought.

F. Employee was pulling down on the cardboard bailer gate when the top of his pinky on left hand was smashed under the handle. Minor remedies and diagnostic testing were sought.

---A Standard Operating Procedure is being put in place. Laura Lott and Chris Stevens are working on a video that will be required viewing for anyone operating the bailer.

G. An employee hurt his back while twisting and unloading tables. Although no medical treatment was received on the day of the injury, a few days later a chiropractor adjusted him for pain.

Safety Work Order Reports: There were two open safety work orders.

A. Glensheen Carriage House: Repaint the caution stripes on 2 steps.
B. SMed 44 Basement Men’s Room: Light fixture burnt out, lens melted.

Near Miss Report: None to report.

New Business Discussed:

A. Nine safety committee member’s terms will be ending on December 31, 2015. Of these; Beret Amundson, Keith Johnson, and Joy Michalicek will be staying on for another term. Erik Larson will replace Jeff Carlson, Gary Swor will replace Kerrie Northagen, and Cheryl Anderson will finish Shane Peterson’s term. A replacement still needs to be found for David Broska, Molly Cherro, Doug Pihlaja, and Steve Strand.

B. Safety Committee Election for the 2016 term will be held at the January meeting.

C. Cheryl Anderson presented the updated Facilities Management Safety Program that will go into effect January 1, 2016. Reenergizing the safety program has been a priority of management.
   1) Training, both OSHA required and optional, will be put together by Cheryl Anderson and Laura Lott. It will be the supervisor’s responsibility to see that their new employee is trained. Online training will be provided for backup. Any training beyond OSHA required that is scheduled by supervisors, will not exceed 6 per year. The safety matrix will be in place by the end of the year. By January, each group will have tentative items chosen they want for optional training.
   2) The safety footwear program will not change.
   3) Performance evaluations will have a rating for safety. Management group thought that if any dept. on campus believes in a safe work environment, it should be FM. There will be criteria for meets, exceeds, or has superior rating.
   4) Departmental gatherings will be brought back. There will be a picnic in the summer for all employees in the department and a December Safety Gathering Party for all full time employees. The safety component will be tied into the party in some way.
   5) Minutes will be posted on the web site. This way, supervisors will be able to see who is attending the meetings. Minutes will still go out by email.
   6) A good safety plan has been put in place. Feedback is being sought from Facilities Management employees. Email any comments to Chris Stevens, Cheryl Anderson, or Robin Macgregor.
   7) Joy motioned to accept the safety concept presented at the November meeting and Chris 2nd it.

D. Chris Stevens brought forth the idea of eliminating the group inspection reports. There should be a transition to daily safety. Unsafe situations should be brought to the safety meeting. It was voted on and all but 1 person voted to get rid of the annual inspection reports.
E. Z Medical’s contract was discussed. All agreed that a first aid kit is necessary. A subcommittee of Beret Amundson, Robin Macgregor, Joy Michalicek, and Suzanne Miller was formed to look at what is needed in the cabinet and what the cost is. The invoices we presently receive from Z Medical are being examined to see what we are being billed for. It was suggested the front of the cabinet should have a listing of what is in the cabinet.

Safety Issues Addressed by Groups and Concerns for the Committee:

A. A hot button to report safety concern will be put on the safety web page.
B. A grate in the street was placed so that bike tires could go in. It was corrected by Shane Peterson and Erik Larson.
C. Ice rink issues were brought up. Who is in charge and what is acceptable? Chris Stevens will get issues addressed with Mick McCumber.
D. VKH 229 has a fire extinguisher sitting on the floor that needs to be mounted on the wall. A w/o will be put in.

Environmental Health and Safety Report:

A. On Friday, Nov. 6, the Director and Assistant Director of Risk Management from the U of M along with two claim representatives from Sedgwick, the University’s Workers’ Compensation claims management company, will be on campus. They will meet with representatives from HR and EHS.
B. At the last FM Safety Committee meeting, a concern was raised that the controls for the automatic doors, especially in Ordean Court, were not on the correct side. Laura asked the University Building Code Inspector to review. He reported that it’s not the best design, but no code violations exist. At the time of adding items such as these to existing buildings, we sometimes have to make the best call.
C. Light bulb disposal is an issue and will be looked at. Regarding placing boxes of spent fluorescent bulbs in the cage of the tunnel, boxes MUST be place INSIDE the cage. The 31 key accesses the cage. Boxes may not be placed on the cooking grills stored immediately next to the cage...bulbs could be broken too easily on a surface used for cooking food. If you don’t have a key and notice bulbs outside the cage, notify someone who has a key immediately.

Meeting adjourned at 4:00 p.m.

Next Safety Committee Meeting is Thursday, January 7, 2016, from 2:30 to 3:30 p.m. The committee will meet in the Hall of Fame Room, SpHC 191.