Date: September 12, 2016

To: Facilities Management Safety Committee

From: Suzanne Miller (Recorder)

Re: Facilities Management Safety Committee Meeting – Sept 8, 2016

Members Present: Cheryl Anderson, Beret Amundson, Tom Ballou (sub for Chris Breister) Tony DeRosier, Ryan Flaherty, John Hanna, Erik Larson, Laura Lott, Robin MacGregor, Martin Marteness, Suzanne Miller, and Chris Stevens.


Injury Summary Review: There were five reported injuries.

1) A student employee was on the rock beach area at Glensheen and tripped on a rock, cutting hand on another rock. Employee received minor clinic/hospital care.
2) A student employee was gardening when a strong gust of wind blew a foreign object into his eye. Employee received emergency evaluation.
3) Employee injured back while extracting carpet.
4) Employee pulled muscle while using stilts to install ceiling grid. He stepped on a rock, slipped and fell. There was a small rock on floor of jobsite. Employee received no medical treatment.
5) An employee injured left knee while climbing onto a stepstool. No work loss is expected.

Safety Work Order Reports:

A. There is one open safety work order carried over from the March Safety Committee meeting.

1) SpHC 100E: water leaking in front of handicap door.
   • SpHC 100E: Updates to the entry to prevent leaking/freezing in front of handicap door will begin Monday, Sept 12.

B. There are two closed safety work orders since last meeting.

1) KSC: light bulbs out in staircases.
2) GFMS 120: area of blacktop is missing - grounds

Near Miss Reports: None
Updates:

A. Safety Picnic: Ryan Flaherty gave a recap on the safety picnic, thanking Robin Macgregor and Chris Breister for their assistance. The picnic was held in the Field House, because the weather was uncertain. A random drawing was held from all employees for the 62 prizes that were donated. Any prizes not picked up at the picnic were left at the front desk. UMD catering provided the food and refreshments. FM Events did the set up/tear down. Clean up was provided by the custodial dept. It was considered a successful event.

B. Z-Medical: Beret Amundson gave an update on the medical cabinets. The person that called on UMD previously is not with Z-Medical anymore. Until he is replaced, Beret can be notified of any supplies needed, and she will order them if they are on the approved list.

New Business:

A. Unsafe construction site situations were talked about. If anyone notices anything that appears unsafe, forward the information to Chris Stevens so he can address it.

B. Securing space – Chris Stevens talked about making sure all employees are securing their work space. With more public on campus as the fall school season starts, make sure all equipment is put away, all custodial closets are secured, and all equipment is being used safely.

C. Power Outage – a meeting was held for anyone who had concerns or comments after the Sept 20, 21 outages that closed the campus. The VCFO office is working on a closing policy. One concern was that notices came out too late. The notice that campus would be closed came at 6:15 am, when many employees are already at work. Some major concerns discussed included keys, doors, staffing and generators. One specific example was that back up batteries on card access doors lasted 6 hours or less. This is being looked into. Another discussion was about the elevators after a power outage. Some elevators have to be reset after any power outage. On the list of after outage concerns should be that elevators should be closed until batteries are checked. It is suggested the policy should be that if campus is closed, people other than those required to work, should not be on campus. What the priority for re-opening the campus will be, is being worked on. When restoring power, what units will be restored first will have to be decided, so that we are diverting power to the most important things. No one remembers power being out for this long, when they had to add oil and fuel to the generators. A lot was learned from this. Although communication was difficult, a good job was done by all employees that were asked work.
Safety Issues Addressed by Groups and Concerns for the Committee:

A. There are many things such as vehicles, carts, hoses, brochure cabinets etc. that are blocking things like AED’s, doors, signs and fire poles around campus. Cheryl Anderson will help Erik Larson draft a memo about access around work areas and vehicles.

B. Pokemon spots are in unsafe locations, drawing people to unsafe areas. Any University sponsored game should be especially careful in regards to safety.

C. Robin Macgregor brought up that emergency response people have needed help to get into buildings. There was some discrepancy as to whether they have access to keys, maps, etc. Building keys should be available in Knox Boxes along with an elevator key. Full updated maps are provided to the fire dept.

Environmental Health and Safety Report:

A. Laura is working with Shane Peterson and Katie Schofield (Master of Environmental Health and Safety Program) to host a training session on load securement and proper trailer attachment with the Minnesota State Patrol. Plans are to use FM vehicles and equipment for the demonstration and involve FM Fleet/Grounds employees.

B. The Radiation Protection Division from DEHS will be on campus in early October. Affected shops within FM will have required annual radiation safety awareness training on October 4th.

C. Tom Ballou suggested new drivers of University fleet vehicles be offered a driving safety training that includes information on accident reporting and cell phone use. This used to be a required course for all drivers, but is no longer mandatory.

Meeting adjourned at 3:30 p.m.

Next Safety Committee Meeting is scheduled for Thursday, November 3, 2016, from 2:30 to 3:30. The location to be determined.