

SAFETY COMMITTEE MINUTES

Jan 15, 2014 Time: 10:40AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Teresa Arnold (Secretary, Science/Chemical Hygiene), Mark Stone (Security), Linda Sartwell (Staff), Erich Burkhard (SAIF Safety Resources Consultant), Steve Petzold (Engineering) Lisa Burton (HR)

Absent: Dave Hansen (Faculty), Larry Shutts (Plant Services)

Minutes were approved for November.

Continuing Business:

- * Safety Training of GFU Employees: Lisa and Teresa met and are working on creating a Safety Page and adding resources. iGFU thought will come later. (Lisa, Teresa)
- * AEDs:
 - o Location of AED signage is ready to make and post in Miller Gym. (Dan)
 - o Craig Tayler is making signage be added to the new Duke Athletic Center & downstairs Wheeler (Dan)
 - o Dan will request AED location be added to building directories. (Dan)
 - o Other high use locations in need of AED's are: Bauman, Stevens, Library, Physical Plant. (Ed/Mark)
- * GHS:
 - o Physical Plant and Bio-Chem are done. Others? (Dan)
 - o All departments will need help complying with the SDS management. Dan to ask Ted if student employees can be made available to help with the transition university-wide. Teresa is looking into a Software package that would improve our ability to house/share SDS, control inventory and create compliant labels. (Dan and Teresa)
- * PPE and Hazard Assessment Forms. Dan will encourage form completion from: engineering, Biology-Chemistry, and Art and request they work on completing one for each employee. Theater has now completed theirs. (Dan)
- * HHP has requested we update the BBP and Hazcom Policy paperwork before their accreditation. (Dan)

New Business:

- * On-The-Job Injury Report:
 - o There were three reports. Two involve change in hearing ability after annual hearing checks and one involved moving heavy items. All being rectified/evaluated.
 - o 2013 is over with our injury rate well below industry average!
- * The idea was put forth to request a faculty rep from HHP/Athletics/Nursing/PT in the future. (Dan)
- * First Aid kits:
 - o Updates to the first aid kit list: Add gloves and safety glasses, possibly add biohazard bags. (Dan)
 - o Can we stock Biohazard bags in custodial closets? (Dan to ask Dwayne).
 - o Biohazard bags need to be disposed of at Health Denter/Wheeler.
 - o Should we install first aid kits next to AED's/in hallways? Too hard to keep supplied. All Departments have them. Keep related supplies in the AED cabinets.
- * Fire extinguisher update: required if rated occupancy is greater than 40.

* Dan will send out updated building monitor and building address list (Dan)

Next Meeting:

Feb 12, 2014. Physical Plant, 10:30am.

Note: Names in parentheses are the point people for follow up on action items.

SAFETY COMMITTEE MINUTES

February 12, 2014 Time: 10:40AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Mark Stone (Security), Linda Sartwell (Staff), Lisa Burton (HR), Larry Shutts (Plant Services)

Absent: Dave Hansen (Faculty), Teresa Arnold (Secretary, Science/Chemical Hygiene), Steve Petzold (Engineering)

January 2014 Minutes were approved with correction to attendance record, Erich Burkhard (SAIF Safety Resources Consultant) was not present.

Continuing Business:

- * Safety Training of GFU Employees: Lisa and Teresa continue working on creating a Safety Page and adding resources. iGFU thought will come later. (Lisa, Teresa)
- * AEDs:
 - o Completed AED signage for Miller Gym. (Dan)
 - o Craig Taylor is working on getting one installed in Duke Athletic Center & downstairs Wheeler (Dan)
 - o Dan will request AED location be added to building directories. Currently this includes Heacock Commons (SUB), EHSC, Wheeler, VAC PT, LeShana (Dan)
 - o Plant Services is working on getting one installed. (Dan)
 - o Other high use locations in need of AED's are: Bauman, Stevens, Library, Physical Plant. (Ed/Mark)
- * GHS:
 - o Need to do Art dept. (Dan)
 - o All departments will need help complying with the SDS management. Dan to ask Ted if student employees can be made available to help with the transition university-wide. Teresa is looking into a Software package that would improve our ability to house/share SDS, control inventory and create compliant labels. (Dan and Teresa)
- * PPE and Hazard Assessment Forms. Dan will encourage form completion from: engineering, Biology-Chemistry, and Art and request they work on completing one for each employee. Theater has now completed theirs. (Dan)
- * HHP has requested we update the BBP and Hazcom Policy paperwork before their accreditation. (Dan)
- * The idea was put forth to request a faculty rep from HHP/Athletics/Nursing/PT in the future. (Dan)
- * First Aid kits:
 - o Updates to the first aid kit list: Add gloves and safety glasses, possibly add biohazard bags. Dan will provide list of required items. (Dan)
 - o Can we stock Biohazard bags in custodial closets? (Mark).
 - o Mark will order gloves and barriers for all AEDs and install them. (Mark)
- * Dan will send out updated building monitor and building address list (Dan)

New Business:

- * On-The-Job Injury Report:
 - o There were three new reports for January. Two involve minor injury to an employee when off campus, one a crushed finger and the other a fractured foot. No specific corrective measures needed other than some improvement in general safety awareness and attentiveness.

- 2013 - Dan asked Lisa to follow-up on the hearing tests from last year with email to the two employees regarding re-testing.
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Next Meeting:

April 9, 2014 Physical Plant, 10:30am

March is Building inspection month

Note: Names in parentheses are the point people for follow up on action items.

SAFETY COMMITTEE MINUTES

March 2014

Time: variable

Location: Buildings and Facilities

Quarterly Business

- Members conducted safety follow-up inspections of assigned buildings and reported results to Dan Schutter.

Next Meeting:

- ★ April 9, 2014, Physical Plant Conference Room 10:30 am.

SAFETY COMMITTEE MINUTES

April 9, 2014 Time: 10:40AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Mark Stone (Security), Linda Sartwell (Staff), Dave Hansen (Faculty), Teresa Arnold (Secretary, Science/Chemical Hygiene), Steve Petzold (Engineering)

Absent: Lisa Burton (HR), Larry Shutts (Plant Services)

February 2014 Minutes were approved.

Continuing Business:

- ★ Safety Training of GFU Employees: Lisa and Teresa continue working on creating a Safety Page and adding resources. iGFU thought will come later. (Lisa, Teresa)
- ★ AEDs:
 - MarCom is working on installing 3 inch diameter AED signage on the doors of buildings with AED's. Currently this includes Heacock Commons (SUB), EHSC, Wheeler, VAC PT, LeShana, Duke and Austin Field House. (Dan)
 - Plant Services is in discussion with the building superintendent on getting one installed. (Dan)
 - Other high use "quasi-public" locations in need of AED's are: Bauman, Stevens, Library, Physical Plant. (Ed/Mark)
- ★ HazCom:
 - Need to do Art dept. (Dan)
 - All departments will need help complying with the SDS and Inventory management. Dan to ask Ted if student employees can be made available to help with the transition university-wide. Teresa is looking into a Software package that would improve our ability to house/share SDS, control inventory and create compliant labels. (Dan and Teresa)
- ★ PPE and Hazard Assessment Forms. Dan will encourage form completion from: engineering, Biology-Chemistry, and Art and request they work on completing one for each employee. Theater and the Baseball team have now completed theirs. (Dan)
- ★ The BBP and Hazcom Policy paperwork has been updated.
- ★ The idea was put forth to request a faculty rep from HHP/Athletics/Nursing/PT in the future. (Dan)
- ★ First Aid kit lists have been updated. Dwayne is working on training custodial staff is the use of Biohazard bags and offering Hepatitis B vaccines as needed.
- ★ Dan sent out updated building monitor and building address list (Dan)

New Business:

- ★ On-The-Job Injury Report:
 - There were two reports for March. Both involved slip-trip and fall.
 - Hearing test follow-ups are complete.

Next Meeting:

May 7, 2014 Physical Plant, 10:30am

Note: Names in parentheses are the point people for follow up on action items.

SAFETY COMMITTEE MINUTES

May 7, 2014 Time: 10:40AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Linda Sartwell (Staff), Dave Hansen (Faculty),
Teresa Arnold (Secretary, Science/Chemical Hygiene), Lisa Burton (HR),

Absent: Larry Shutts (Plant Services), Mark Stone (Security), Steve Petzold (Engineering)

April 2014 Minutes were approved.

Continuing Business:

- ★ Safety Training of GFU Employees: Lisa and Teresa continue working on creating a Safety Page and adding resources. iGFU thought will come later. (Lisa, Teresa)
- ★ AEDs:
 - MarCom is working on installing 3 inch diameter AED signage on the doors of buildings with AED's. Currently this includes Heacock Commons (SUB), EHSC, Wheeler, VAC PT, LeShana, Duke and Austin Field House. (Dan)
 - Plant Service's AED is on order. (Dan)
 - Other high use "quasi-public" locations in need of AED's are: Bauman, Stevens, Library, Physical Plant. (Ed/Mark)
- HazCom:
 - Need to do Art dept. Clyde and Dan are helping with documentation and possible safety issues. (Dan)
 - All departments will need help complying with the SDS and Inventory management. Dan to ask Ted if student employees can be made available to help with the transition university-wide. Teresa is looking into a Software package that would improve our ability to house/share SDS, control inventory and create compliant labels. (Dan and Teresa)
- PPE and Hazard Assessment Forms. Dan will encourage form completion from: engineering, Biology-Chemistry, and Art and request they work on completing one for each employee. (Dan)
- The idea was put forth to request a staff rep from HHP/Athletics/Nursing/PT/Mail [Sciences and Plant already represented] (places with more need of visibility to safety) in the future. (Dan)
- First Aid kit lists have been updated. Dwayne is working on training custodial staff is the use of Biohazard bags and offering Hepatitis B vaccines as needed.
- Discussion on How To Train for Safety was held. Key conclusions:
 - Safety attitude must include supervisors and higher-up bosses.
 - Mentoring is important.
 - Add safety compliance to performance review.
 - Seriously reprimand safety non-compliance.
 - In procedures: document jobs that are 2-personal mandatory tasks.
 - Employees and supervisors must have authority to affect change.

New Business:

- On-The-Job Injury Report:
 - 2014 statistics how worker's comp claims going down with the severity of incidents. GFU is approximate a '2' with the industry average being 2.4 incidents/year.

- One new injury since March. Needs prevention ideas for using heavy equipment involved.
- We have 6 injuries this year.

Next Meeting:

- June is Building Inspection Month
- July 8, 2014 Bruin's Den, 10:30am
- August 20, 2014 Physical Plant 10:30am

Note: Names in parentheses are the point people for follow up on action items.

SAFETY COMMITTEE MINUTES

June 2014

Time: variable

Location: Buildings and Facilities

Quarterly Business

- Members conducted safety follow-up inspections of assigned buildings and reported results to Dan Schutter.

Next Meeting:

- ★ July 9, 2014, Physical Plant Conference Room 10:30 am.

SAFETY COMMITTEE MINUTES

July 9, 2014 Time: 10:40AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Dave Hansen (Faculty), Teresa Arnold (Secretary, Science/Chemical Hygiene), Tanya Rooney (Plant Services), Steve Petzold (Engineering)

Absent: Mark Stone (Security), Linda Sartwell (Staff), Lisa Burton (HR),

May-June 2014 Minutes were approved.

Continuing Business:

- ★ Safety Training of GFU Employees: Lisa and Teresa continue working on creating a Safety Page and adding resources. iGFU thought will come later. (Lisa, Teresa)
- ★ AEDs:
 - MarCom is working on installing 3 inch diameter AED signage on the doors of buildings with AED's. Currently this includes Heacock Commons (SUB), EHSC, Wheeler, VAC PT, LeShana, Duke and Austin Field House. (Dan)
 - Plant Service's AED has arrived and needs to be installed. (Dan)
 - Other high use "quasi-public" locations in need of AED's are: Bauman, Stevens, Library, Physical Plant. (Ed/Mark)
 - Thought: Assess a service fee for AED from entities who use the buildings.
 - Thought: Have Admin. Assistants maintain AED's and bill departments who use the building for upkeep. Maybe start a restricted account to place funds in yearly, until replacement parts are needed, then sufficient funds will be available.
 -
- HazCom:
 - Need to do Art dept. Clyde and Dan are helping with documentation and possible safety issues. (Dan)
 - All departments will need help complying with the SDS and Inventory management. Dan to ask Ted if student employees can be made available to help with the transition university-wide. Teresa is looking into a Software package that would improve our ability to house/share SDS, control inventory and create compliant labels. (Dan and Teresa)
- PPE and Hazard Assessment Forms. Dan will encourage form completion from: engineering, Biology-Chemistry, and Art and request they work on completing one for each employee. (Dan)
- The idea was put forth to request a staff rep from HHP/Athletics/PT/Mail/Health & Counseling Center [Sciences and Plant already represented] (places with more need of visibility to safety) in the future. (Dan)
- First Aid kit lists have been updated. Dwayne is working on training custodial staff supervisors on the use of Biohazard bags and offering Hepatitis B vaccines as needed. Policy changes need to be updated for biohazard clean up and disposal.

New Business:

- On-The-Job Injury Report:
 - 2 new injuries were reported, one a repetitive motion injury, the other stepping on a nail while on a deconstruction project. Dan to follow up, investigate and retrain as needed.
- Mark to talk with mail room about their need for biohazard bags.

- Concern was raised over AC units leaving windows unsecured in Ross and other areas. Dowels to wedge windows, was suggested. Attaching the dowel to a chain may keep it from wandering away.

Next Meeting:

- August 20, 2014 Physical Plant 10:30am

Note: Names in parentheses are the point people for follow up on action items.

SAFETY COMMITTEE MINUTES

August 27, 2014 Time: 10:40AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Dave Hansen (Faculty), Teresa Arnold (Secretary, Science/Chemical Hygiene), Tanya Rooney (Plant Services), Steve Petzold (Engineering), Mark Stone (Security)

Absent: Patti Cooke (Staff), Lisa Burton (HR),

May-June 2014 Minutes were approved.

Continuing Business:

- ★ Safety Training of GFU Employees: Lisa and Teresa continue working on creating a Safety Page and adding resources. iGFU thought will come later. (Lisa, Teresa)
- ★ AEDs:
 - MarCom is working on installing 3 inch diameter AED signage on the doors of buildings with AED's. Currently this includes Heacock Commons (SUB), EHSC, Wheeler, VAC PT, LeShana, Duke and Austin Field House. (Dan)
 - Plant Service's and Steven's AED's have arrived and need to be installed. (Dan)
 - Hoover's AED is being ordered.
 - Other high use "quasi-public" locations in need of AED's are: Bauman, Library, Physical Plant. (Ed/Mark)
 - The Safety Budget (see Susan Corbett-Furgal) will pay for AED replacement pieces.
 - Thought: Have Admin. Assistants maintain AED's and bill departments who use the building for upkeep. Maybe start a restricted account to place funds in yearly, until replacement parts are needed, then sufficient funds will be available.
 -
- HazCom:
 - Need to do Art dept. Clyde and Dan are helping with documentation and possible safety issues. (Dan)
 - All departments will need help complying with the SDS and Inventory management. Dan to ask Ted if student employees can be made available to help with the transition university-wide. Teresa is looking into a Software package that would improve our ability to house/share SDS, control inventory and create compliant labels. (Dan and Teresa)
- PPE and Hazard Assessment Forms. Dan will encourage form completion from: engineering, Biology-Chemistry, and Art and request they work on completing one for each employee. (Dan)

New Business:

- On-The-Job Injury Report: One new injury due to shoulder tendonitis. Details at next meeting.

Next Meeting:

- September is building inspection month.
- Oct 8, 2014 Physical Plant 10:15am

Note: Names in parentheses are the point people for follow up on action items.

SAFETY COMMITTEE MINUTES

September 2014

Time: variable

Location: Buildings and Facilities

Quarterly Business

- Members conducted safety follow-up inspections of assigned buildings and reported results to Dan Schutter.

Next Meeting:

- ★ Oct 8, 2013, Physical Plant Conference Room 10:315 am.

SAFETY COMMITTEE MINUTES

October 8, 2014 Time: 10:40AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Dave Hansen (Faculty), Teresa Arnold (Secretary, Science/Chemical Hygiene), Mark Stone (Security), Patti Cooke (Staff), Darby Thiessen (HR)

Absent: Tanya Rooney (Plant Services), Steve Petzold (Engineering)

August and September 2014 Minutes were approved.

Continuing Business:

- ★ Safety Training of GFU Employees: Darby and Teresa continue working on creating a Safety Page and adding resources. iGFU thought will come later. (Darby, Teresa)
- ★ AEDs:
 - MarCom is working on installing 3 inch diameter AED signage on the doors of buildings with AED's. Currently this includes Heacock Commons (SUB), EHSC, Wheeler, VAC PT, LeShana, Duke and Austin Field House. (Dan)
 - Plant Service's AED is installed.
 - Steven's AED has arrived and needs to be installed. (Dan)
 - Hoover's AED is being ordered.
 - Other high use "quasi-public" locations in need of AED's are: Bauman, Library. (Ed/Mark)
 - Security (Mark) will inspect all AED's and keep product reorder numbers. He will ask Teresa to help with purchasing discounts.
- HazCom:
 - Need to do Art dept. Clyde and Dan are helping with documentation and possible safety issues. (Dan)
 - All departments will need help complying with the SDS and Inventory management. Dan to ask Ted if student employees can be made available to help with the transition university-wide. Teresa is looking into a Software package that would improve our ability to house/share SDS, control inventory and create compliant labels. (Dan and Teresa)
- PPE and Hazard Assessment Forms. Dan will encourage form completion from: engineering, Biology-Chemistry, and Art and request they work on completing one for each employee. (Dan)

New Business:

- On-The-Job Injury Report: Two new repetitive stress injuries were reported and are undergoing treatment. Darby will get names to Dan to finish any open investigations.
- Patti Cook expressed concern that Bauman is unlocked so early before chapel. She has found it unlocked early in the morning when custodial goes in to clean. She suggests a sweep of the auditorium before chapel. Mark will run this idea by Ed Gierok. Mark will also follow up to see who is unlocking the doors so early.

Next Meeting:

- Nov 12, 2014 Physical Plant 10:15am

Note: Names in parentheses are the point people for follow up on action items.

SAFETY COMMITTEE MINUTES

Nov 11, 2014 Time: 10:40AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Dave Hansen (Faculty), Teresa Arnold (Secretary, Science/Chemical Hygiene), Mark Stone (Security), Patti Cooke (Staff), Darby Thiessen (HR)

Absent: Tanya Rooney (Plant Services)

October 2014 Minutes were approved.

Continuing Business:

- ★ Safety Training of GFU Employees: Darby and Teresa continue working on creating a Safety Page and adding resources. iGFU thought will come later. (Darby, Teresa)
- ★ AEDs:
 - Dan to order 3inch diameter AED signage for the doors of buildings with AED's. Currently this includes Heacock Commons (SUB), EHSC, Wheeler, VAC PT, LeShana, Duke and Austin Field House. Mark (security) will install. (Dan & Mark)
 - Mark to determine the number of 3-D stick-out signs needed to install over existing AED machines, then install as new machines added to campus (Mark)
 - Steven's AED has arrived and needs to be installed. (Dan)
 - Hoover's AED is being ordered.
 - Other high use "quasi-public" locations in need of AED's are: Library (declined to order, due to cost) Bauman and HMS. Bauman and HMS might be possible through as student grant request. (Mark)
- HazCom:
 - Need to do Art dept. Clyde and Dan are helping with documentation and possible safety issues. (Dan)
 - All departments will need help complying with the SDS and Inventory management. Dan to ask Ted if student employees can be made available to help with the transition university-wide. Teresa is looking into a Software package that would improve our ability to house/share SDS, control inventory and create compliant labels. (Dan and Teresa)
- PPE and Hazard Assessment Forms. Dan will encourage form completion from: engineering, Biology-Chemistry, and Art and request they work on completing one for each employee. (Dan)

New Business:

- On-The-Job Injury Report: Next Meeting:
 - Two new injuries, one involves ergonomics and one a slip-fall.
 - Clyde has been given 3 incidents to investigate and determine corrective measures, as well as assigning completion dates. Dan and Darby will work to close any other remaining investigations.
 - The new reporting policy is to HR during business hours. After hours, security will call Darby's cell number.
 - At the plant services meeting, safety instructions were emphasized with a summary list of this year's injuries. Our record is currently not acceptable. However there does not seem to be a common thread. Most liability is that our safety culture is far below industry average, safety is not coming from the top down and having people perform unfamiliar jobs. More consistent effort needs to go into supervising student employees.

- Dan will send out current accident forms. Some training may be needed, if given to supervisors/departments etc.
- Nov 12, 2014 Physical Plant 10:15am NOTE THE NEW TIME.

Note: Names in parentheses are the point people for follow up on action items.

SAFETY COMMITTEE MINUTES

December 2014

Time: variable

Location: Buildings and Facilities

Quarterly Business

- Members conducted safety follow-up inspections of assigned buildings and reported results to Dan Schutter.

Next Meeting:

- ★ January 14, 2015, Physical Plant Conference Room 10:30 am.