

## SAFETY COMMITTEE MINUTES

Jan 22, 2015            Time: 10:30AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Teresa Arnold (Secretary, Science/Chemical Hygiene), Mark Stone (Security), Darby Thiessen (HR)

Absent: Tanya Rooney (Plant Services), Patti Cooke (Staff), Dave Hansen (Faculty),

November-December 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 1). Heacock Commons (SUB), 2). EHSC, 3). Wheeler, 4). VAC PT, 5), LeShana, 6). Duke and Austin Field House, 7). Stevens 8). Hoover, and 9). Plant Service. 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)
  - 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)
  - Mark has made an inspection checklist. He will make a list of replacement parts to order (Mark)
  - New legislation is coming that will require buildings of 50K square feet/50 people to have an AED. It was suggested that if we purchase 2/year, we would not be hit with fulfilling the requirement all at once.
  - We were reminded that Mark Stone will provide free training on AED's.
- 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)
  - Dan will send out current accident forms. Some training may be needed, if given to supervisors/departments etc.

### New Business:

- There is a new protocol for on the job injuries. Darby will add a link on the Safety website.
- Dan Scutter was elected as Chair of the Safety Committee for the 2015. Teresa Arnold was elected secretary for the same time frame.
- The Chemistry Dept is having a high hazard waste disposal in the near future for chemicals that are too explosive to be on the roads. Plans are in the works.

- On-The-Job Injury Report:
  - There were two late reported injuries from September and October. One was a repetitive motion injury and one a cut finger.
  - There is concern about the end-of-year incident rate among plant services student workers. This rate is higher than some of the highest ranging injury industries. Our recommendations are: We need improved
    - supervision of students and new employees
    - culture of safety
    - top down safety priority
- Need to change meeting day. Now will be 2<sup>nd</sup> Thursdays. So, Next Meeting: Thursday February 12, 2014 Physical Plant 10:30am

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

## SAFETY COMMITTEE MINUTES

Feb 12, 2015            Time: 10:45AM

Location: Plant Services

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

January 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 is working with Dixie Downey (plant services) to get forms loaded and linked to the website (Darby, Teresa)
- ★ AEDs:
  - Dan to order 3inch diameter AED signage for the doors of buildings with AED's. Currently this includes 1). Heacock Commons (SUB), 2). EHSC, 3). Wheeler, 4). VAC PT, 5), LeShana, 6). Duke and Austin Field House, 7). Stevens 8). Hoover, and 9). Plant Service. 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)
  - 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)
  - Dan will send out current accident forms. Some training may be needed, if given to supervisors/departments etc.
- The Chemistry Dept. completed the high hazard waste disposal. Items were found to be so concentrated, they tested off the charts, so it was a good and timely decision.

### New Business:

- On-The-Job Injury Report: There is one newly reported injury, although it occurred last calendar year. A respiratory irritation due to new printing materials has been addressed and will not reoccur. The air was improved with filtration.
- Dan and Clyde are discussing improvements to the safety program.
- Building inspections are due next month. Clarifications were made about inspections for new committee members.
- Adding members to the committee was discussed, including perhaps a student representative.

- Committee training will be arranged in March or April for (new members) Patti and Tanya and the rest of the committee. Darby will organize this and accident investigation training and distribute the most recent inspection forms from SAFE to committee members.
- Next Meeting: Thursday April 9, 2015 Physical Plant 10:45am. March is building inspection month.

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

## **SAFETY COMMITTEE MINUTES**

March 2015

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, 2015, Physical Plant Conference Room 10:30 am.

## SAFETY COMMITTEE MINUTES

April 10, 2015      Time: 10:30AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Teresa Arnold (Secretary, Science/Chemical Hygiene), Mark Stone (Security), Darby Thiessen (HR), Tanya Rooney (Plant Services), Patti Cooke (Staff), Mark Noll (SAIF) and Lynn Orney (WSC Insurance)

Absent: Dave Hansen (Faculty),

March and February 2015 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 is working with Dixie Downey (plant services) to get forms loaded and linked to the website (Darby, Teresa)
- ★ AEDs:
  - Dan to order 3inch diameter AED signage for the doors of buildings with AED's. Currently this includes 1). Heacock Commons (SUB), 2). EHSC, 3). Wheeler, 4). VAC PT, 5), LeShana, 6). Duke and Austin Field House, 7). Stevens 8). Hoover, and 9). Plant Service. Mark (security) will install. (Dan & Mark)
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  - 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)
  - Dan will send out current accident forms. Some training may be needed, if given to supervisors/departments etc.
- Dan and Clyde are discussing improvements to the safety program.
- Adding members to the committee was discussed, including perhaps a student representative.

New Business: Discussed below are discussions with SAIF and our Insurance Rep.

- SDS handling update:
  - Each Department in Plant Services and Bio-Chem keep their own, some do better than others. The rest? Who is in charge?
  - Succeed is a free SDS Management program offered by WSC that can be used by all in the university
    - Peggy is the Admin for this.
    - We can scan into it.

- Safety training: Succeed also has an Employee Training Library and training management system, if we choose to use. We can load our own training into it as well. This would not manage/record training of student employees.
- Incident reporting: Succeed also has a way to record incidents and populate the OSHA 300 log.
- Inspections:
  - Who inspects outside of buildings? Inspections should include a perimeter check. Grounds does the rest.
  - We can do a better paper trail of inspections and results/actions
- Ergonomics: SAIF has a self-assessment employees can use. [www.SAIF.com](http://www.SAIF.com). On the website: top left: Safety & Health.
- Resources: SAIF has a lending library for DVD's.
- Basic Committee Training was walked through:
  - Intent: Management and Employees together in non-adversarial mode to improve safety culture.
  - Regulations for meetings and inspection schedules was discussed.
  - Inspections:
    - Do focused inspections on particular topics
      - look how people are working (ergonomic)
      - SDS
      - First Aid Kits
      - Ask if the workers "know" things such as awareness, relations with safety committee, emergency action plan
  - Incident Reports: Ideas for improvement:
    - Determine if recommendations are to be made
    - Re-evaluate our process.
    - Find tools and resources to improve.
    - Look at root causes: ask "why" until can't go any further.
    - Look at big picture to improve safety at the Univ.
    - Add column on accident reports for: recommendations, action plan w/due date, and root causes
  - Safety Culture needs to be a spectrum. Dan to ask President for listed expectations and request a 'top-down' safety culture.
  - Our accident history was reviewed. From an insurance perspective, we are "doing very well, with room to improve."
- Dan's goals:
  - Review Hearing Conservation Policy
    - recommend including student employees.
    - Test machines for noise level
  - Review Blood Borne Pathogen Policy, especially in regards to custodial clean up.
  - Better ID of tasks with respirators. Request a paint booth and welding room ventilation.
  - Re-evaluate Anatomy lab evaluation
  - Re-evaluate organic chemistry snorkels for industry standard ventilation and particulates. Sampling on prime days.
- The idea of establishing a Student Safety Committee was discussed.

Next Meeting: Thursday May 14, 2015 Physical Plant 10:30am.

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



## SAFETY COMMITTEE MINUTES

May 14, 2015            Time: 10:30AM

Location: Plant Services

Present: Dan Schutter (Chair, Safety Officer), Teresa Arnold (Secretary, Science/Chemical Hygiene), Darby Thiessen (HR), Tanya Rooney (Plant Services), Patti Cooke (Staff)

Absent: Dave Hansen (Faculty), Mark Stone (Security),

March and February 2015 Minutes were approved.

### Continuing Business:

- ★ AEDs: installation and further requests are in progress.
- HazCom:
  - Teresa has chosen an inventory control system = Quartz. Teresa will train on Quartz at an upcoming meeting.
- PPE and Hazard Assessment Forms. Are still in the works.

### New Business:

- Inspections are in June: this month's focus is outside the buildings (in addition to the usual inspection). Dan will train Patti and Tanya.
- On The Job Injuries:
  - It was noted that our injury rate is over the industry and medical profession average, however, SAIF still rates us as "excellent." But our rate is unacceptable to us, so still pursuing training (and retraining as issues arise).
  - Darby to organize accident investigation training for August 13<sup>th</sup> meeting
  - New injuries involved: straining while lifting, fall and chemical to eye. Investigations are complete with retraining on proper technique and PPE.

### Next Meeting:

June is building inspection month.

Thursday July 9, 2015 Physical Plant 10:30am.

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

## **SAFETY COMMITTEE MINUTES**

June 2015

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, 2015, Physical Plant Conference Room 10:30 am.

## SAFETY COMMITTEE MINUTES

July 9, 2015                      Time: 10:30AM

Location: Bruin's Den

Present: Dan Schutter (Chair, Safety Officer), Teresa Arnold (Secretary, Science/Chemical Hygiene), Dave Hansen (Faculty), Mark Stone (Security)

Absent: Darby Thiessen (HR), Tanya Rooney (Plant Services), Patti Cooke (Staff)

May and June 2015 Minutes were approved.

### Continuing Business:

- ★ AEDs: installation and further requests are in progress.
  - We currently have 11 AED's on campus with 2 new in the works. One new AED will be installed in Sutton and the work order is in. The second is for Bauman, but the work order has not been confirmed. An additional one will be purchased by the safety fund for the new dining hall.
  - Suggestion: move first aid kits inside AED boxes, so secure. Dan to provide funds from the safety budget.
  - Dan's office will create AED stickers for doors of buildings with AED's.
  - Dan to create location stickers for each AED. One for box and one for the AED itself, so it can be returned to the correct box after being used.
- HazCom:
  - Teresa will train on Quartzzy at October meeting.
  - Teresa will send Dan the information on MSDS online, for SDS storage.
- PPE and Hazard Assessment Forms. Are still in the works.

### New Business:

- On The Job Injuries: no report provided this month.

### Next Meeting:

Thursday August 13th, 2015 Physical Plant 10:30am.

## SAFETY COMMITTEE MINUTES

August 13, 2015

Time: 10:30AM

Location: Hoover 210

Present: Dan Schutter (Chair, Safety Officer), Teresa Arnold (Secretary, Science/Chemical Hygiene), Darby Thiessen (HR), Tanya Rooney (Plant Services), Patti Cooke (Staff)

Absent: Dave Hansen (Faculty), Mark Stone (Security),

July 2015 Minutes were approved.

### Continuing Business:

- ★ AEDs: Stickers are ready for the AED boxes. Still need to add first aid boxes to AED cases and make building door decals.
- HazCom:
  - Teresa will train on Quartz at October meeting.
  - Teresa will send Dan the information on MSDS online, for SDS storage.
- PPE and Hazard Assessment Forms. Are still in the works.
  - Plant Services has redone their hazard assessment for tasks as the result of some injuries. They have added PPE and improved protocol.

### New Business:

- Watched the SAIF Video on using their ACTION Form, for accident/incident analysis. And the Analysis Form for additional prompts to the categories. There is some concern that this form may require more training to use, than the previous one with check boxes. Dan will try the form and evaluate its user ability issues.
- On The Job Injuries:
  - Injuries May-August include:
    - Repetitive stress/over-reaching/bad ergonomics
    - Item falling on worker
    - Matter in eye
    - Trip/slip/fall
    - Stepping on sharp object
    - Reaction to cleaning compound
  - Action was taken to remedy the underlying issues on all but 3 incidents, which are still under investigation.

### Next Meeting:

September: Building Inspections

October: Thursday October 13th, 2015; EHS 102: 10:30am.

## **SAFETY COMMITTEE MINUTES**

September 2015

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 13, 2015, EHS 102 10:30am

## SAFETY COMMITTEE MINUTES

Oct 8, 2015                      Time: 10:30AM

Location: EHS 102

Present: Dan Schutter (Chair, Safety Officer), Teresa Arnold (Secretary, Science/Chemical Hygiene), Darby Thiessen (HR), Tanya Rooney (Plant Services), Patti Cooke (Staff)

Absent: Dave Hansen (Faculty), Mark Stone (Security),

August and September 2015 Minutes were approved.

### Continuing Business:

- HazCom:
  - Teresa will train on Quartzzy at November meeting.
  - MSDS online, for SDS storage.
- PPE and Hazard Assessment Forms. Are still in the works.
- Steve Petzold will continue to inspect WoodMar, except for the theater, even though he is off the committee.
- Another staff member has asked to join the committee. Dan will make the decision.

### New Business:

- Watched the SAIF Video on Incident Reporting, Inspection and reporting, Assessment and Implementation and Intervention from Incident Reports.
  - Take home messages:
    - Reports are not to place blame, but to fix or share responsibilities for accidents/injuries/property damage.
    - Determine the cause and fix to keep accidents from repeating.
    - Action for the scene of an accident: care for the injured, secure the area (do not tamper with evidence), be honest with investigators.
    - Root cause analysis could go back in time to include all contributing factors. Examine all details of the report and check policies (hazard awareness), training (training done/ SOPs/Rules), and equipment (faulty or misused?)
- On The Job Injuries:
  - Instigations are done by Dan Schutter and HR, however the committee is responsible. SAIF says our record is good, but we say we are too high. 5 student injuries out of 30FTE becomes an average of 16, which is an incident rate we do not like.
    - We need to discuss process and reduce number of injuries. This should include near-miss incidents.
    - We need to avoid the “get it done” mentality, when it compromises safety.

### Next Meeting:

November 12, 2015, 10:30am; Location TBA

## SAFETY COMMITTEE MINUTES

November 19, 2015                      Time: 10:30AM

Location: Plant Services conference Room

Present: Dan Schutter (Chair, Safety Officer), Teresa Arnold (Secretary, Science/Chemical Hygiene), Darby Thiessen (HR), Tanya Rooney (Plant Services), Patti Cooke (Staff), Dave Hansen (Faculty), Mark Stone (Security), and special guest Dwayne Warden

Absent:

October 2015 Minutes were approved.

### Continuing Business:

- HazCom:
  - Teresa completed training on Quartzzy.
  - Chemistry Dept. is proceeding with moving their SDS to the Quartzzy platform.
  - Dwayne will be evaluating this for custodial dept.
- PPE and Hazard Assessment Forms. Are still in the works.
- Another staff member has asked to join the committee. Dan will make the decision.
- Dan reported that he had discussed the high rate of On The Job Injuries with Clyde and developed a response plan including renewed focus on safety, return to regular tailgate safety meeting, and a procedure to make sure students complete PPE Hazard Assessment training before starting work. These tasks have been discussed with Superintendents. Also working on adding an Assistant Safety Director ½ time position.

### New Business:

- Review of On The Job Injuries: .
  - 17 total incidents year to date.
  - Several need additional follow up action – Dan will work on these.
- December is Building Inspection Month

### Next Meeting:

January 14, 2016, 10:30am; Location Plant Services Conference Room

## **SAFETY COMMITTEE MINUTES**

December 2015

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:

- ★ Jan 14, 2016, Physical Plant Conference Room 10:30 am.