

Facilities & Construction Safety Committee Meeting

Members

([P] indicates member present at today's meeting)

Employee Represented:

[P] Karen Barnack, EHS Facilities & Construction Safety Manager

[P] Phil Tritz, FPM Zone Maintenance

[P] Anthony Bohan, CPC Project Manager

[] Todd King, OIT Telecom Associate

[P] Elliott Reinlein, FPM Housing Maintenance

[P] Lavell Kindell, FPM Systems

[P] Gail Hamilton, CPC Trades & Construction Supervisor

[P] Joe Potter, FPM Building Maintenance

[P] Geoff Guim, CPC Painter

[P] Mark Thomas, FPM Electrical

[P] Cavan Telford, FPM Landscaping

[] Tony France, Custodial Relay

[P] Jacob McKelvey, CPC Materials Management

[] Raphael Rocha, FPM Housing Maintenance Manager

Alternate:

Ad Hoc:

[P] Erica Hunsberger, EHS Specialist

[P] Gabrielle Cooper, EHS

Meeting Call to Order

Date: 01/08/2019

Time: 8:00 am

Roll Call and Review of Previous Minutes

- Roll Call
- Minutes approved with minor changes. Please review the minutes on-line, if you have not had a chance to, and let Karen know if any corrections are needed.
- Reminder that meeting minutes and agendas are posted to the Facilities and Construction Safety Committee Google share drive. Please contact Karen if you have any questions regarding how to access them.

Safety Committee Member Role

- Obtain questions, concerns, or ideas from your respective crew to be brought up to the committee. After the meeting, share out the information from the safety committee meeting with your crew. It is very important to keep the lines of communication flowing.
- Participate in quarterly safety committee inspections.

Review of Previous Action Items

- Jeff Rook to provide status of shared USB closet space.
 - Jeff to discuss with new FPM director, Heather Randol
- Anthony to provide status of fire alarms in the landscape office.
 - Work is completed

- Karen to check with Emma/Taylor on if the West Heating Plant fire alarm is tied to Peter W. Scott Athletic Center's fire alarm
 - Taylor investigating with Ryan Roberts
- Karen will follow up on a second slip incident report at Shattuck Hall
 - Both were NE entrances, 1 day apart, 11/27-11/28. Stairs have good tread, walk off mat is present on landing, and the area was not slippery at time of inspection.
- Karen to contact Kayla Scrivner at Lincoln Hall for Tuesday, December 18th inspection
 - This will be a future inspection area
- Geoff will ask vender about safety paint for Park Block steps
 - Geoff to forward information from vendor
- Karen will talk to the Farmer's Market about the yellow tape in the Park Blocks
 - Karen e-mailed Farmer's Market contact

Incidents/Injuries

- Needle stick: CPSO responded to a report of a discarded bag of syringes. While picking up the bag of what appeared to be all capped syringes, the needle of an uncapped syringe penetrated through the bag and employee's glove into employee's finger.
 - Corrective actions: Use a pickup tool and carry sharps in a small portable sharps container. Call for assistance if on rounds and need someone to bring the container.
- Slip/Trip/Fall: Employee was at the 5th Ave parking lot. While walking across the parking lot, employee stepped on a seedpod from the trees lining the sidewalk. Employee's left foot turned inward, employee was unable to catch themselves and fell on their right side.
 - Discussion: Employee was carrying a satchel on their right shoulder to carry tools and was also walking with their hands in their pockets; both may have contributed to loss of balance.
- Bumped elbow: While moving a stack of 4 boxes on a hand truck, an employee banged the outside of their right elbow on a shelf as they swung the hand truck around to go from walking backward to forward.
 - Discussion: Being mindful of surroundings; possibly use elbow pads
- Forklift incident: While moving supplies via forklift on a sidewalk from USB to RMNC, the forklift tire got stuck in a tree well.
 - Incident review: Sense of urgency to deliver supplies as the contractor was to begin work that morning.
 - Corrective actions: Basic pedestrian traffic communication strategies, spotter, walk route beforehand, load of bathroom supplies could have been hand deployed or taken by truck
- Cart tipped load onto employee: Employees unloading panel cart from both sides of the cart, unbalanced cart caused the load to fall over onto an employee.
 - Corrective actions: Keep load balanced and use clear communication when unloading.

Safety Committee Inspection

- USB Basement and 1st floor: Rubber door wedge replaced with flip down doorstop, old metal guard above loading dock to be removed, some asbestos stickers needed, earthquake/seismic bracing of lockers and furniture, missing cover plates, need to secure gas cylinders, daisy chain cords.

Rounds / New Safety Concerns

- Gail – Scissor lift needs an inspection/service, missing smaller lift found inside Millar Library, the new crawler lift is difficult to use and maneuver
- Jacob – Nothing to report
- Mark – General seasonal safety, be careful out there!
- Erica – Jan 18th 9:00 safety committee training for Lavell and Anthony
- Elliot – Nothing to report
- Geoff – Nothing to report
- Phil – Icy roofs, be careful, wait until the day warms up.
- Joe – FAB leak issues a month ago on roof, Karen looking at roof fall protection issues, Joe noted ladder has loose top attachments up to the 3rd floor.
- Lavell – Nothing to report
- Cavan – Nothing to report
- Anthony – Nothing to report
- Karen – Upcoming Winter Light Festival, three days long. Inclement weather all hands on deck, meeting preparation and equipment training.

Announcements

- Welcome new member, Lavell Kindel
- Meeting time change from 7:30 to 8:00 am

New Action Items and Safety Concerns

- Gail - CPC to schedule inspection and service of scissor lift

Meeting Adjourned

Time: 8:25 am

Next Meeting

Date: February 12, 2019

Time: 8:00 am