CAMPUS SAFETY COMMITTEE MEETING

March 18, 2015 at 1:00 pm

**Employer Representatives:**

- Mark Russell – Operations Manager, SMSU
- Heather Randol - Environmental Health and Safety Director
- Melissa Young – Human Resources
- Todd Bauch – Student Development – Student Affairs
- Jill Jones – Construction Safety Officer

**Employee Representatives:**

- Lindsay Henderson – Biology
- Carey Gibbar – Trades Maintenance Coordinator
- Mario Randall (as proxy for Krystal Tanner) – Transportation and Parking Services
- Peter Dusicka – Civil and Environmental Engineering

**Ad –hoc Attendees:**

- Keri Bishop - EH&S support member

**Absent Members:**

- Nick Weltch – CPSO
- Eric Jensen - Fine Arts
- Olivia Preston – ASPSU
- Justin Heath – ASPSU
- Tom Bennett – Civil and Environmental Engineering
- David Fetter – OIT
Issues Discussed:

February Minutes
Narrative:

• Roll was taken
• The February Minutes were approved.

Personnel Involved:
• All of Safety Committee.

Accident Review
Narrative:

• February 2015 – there were 5 incidents reported this month
  o 3 involving muscle strains;
    ▪ A back and shoulder strain from walking up the stairs in a parking garage. The employee was informed that CPSO offers rides when the parking structure elevators are down
    ▪ A chest and back strain resulting from lifting a drain gate. FPM has a hook that can be used for this task and has now made one available to CPSO.
    ▪ A wrist and back strain resulting from being trapped behind a piece of furniture while reaching for a light bulb.
  o 1 involving a hand being hit on a door jamb.
  o 1 involving kickback from a piece of machinery bruising the employee’s abdomen

Personnel Involved:
• Melissa Young

Review of Parking Structure Cleaning Protocols
Narrative:

• The Parking Structure stairwells are pressure washed between each term, except in December when it is too cold out to pressure wash.
• Student employees spot clean the parking structures on an ongoing basis.
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- TAPS regularly contracts out floor sweeping crews for the parking structures, however the schedule is unknown.

**Personnel Involved:**
- Jill Jones and Mario Randall

**Training – as related to annual goals**

**Narrative:**
- There were 2 CPR classes given this term, and there will be more scheduled for the upcoming spring term.
- Heather has been working with an ergonomics consultant, who suggested a SAIF Motion class might be beneficial to the campus community.
- The class is 1hr long and would teach employees stretches and techniques to combat fatigue.
- Melissa will check with Pam on how much money is left for the committee to use for classes like this one.
- The campus safety committee will work on compiling a list of recommended student employee trainings by department.
- Last year, 35% of reported injuries were from student employees.
- Heather and Jill will review these incidents to see if there a specific group of employees or type of training that is currently being missed.
- They will update the committee on their findings in April.

**Personnel Involved:**
- Heather Randol

**Facilities Safety Committee Update**

**Narrative:**
- Only a few more Viking Safety Crew submissions are needed before the first prizes can be handed out.
- The committee brought up issues with the food trucks in the park blocks, one incident involved a grease spill.
- Jill will be talking to Linda Clark about the contract the food trucks have with the city.
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- The committee also pointed out the miscommunication issues between CPSO and the city concerning the tree that fell down in the park blocks last weekend.
- The committee will ask Nick Weltch to update the committee in April on what exactly the problem with communication was.

Personnel Involved
- Jill Jones and Carey Gibbar

Other Items

Narrative:

- The committee decided that the previous month’s action items should be reviewed at the end of every meeting.
- The next CLSB inspection is scheduled for 3/19.
- The committee determined that the sidewalk issue on 12th is a city issue rather than TAPS.
- The Facilities and Construction Safety Committee’s ideas concerning this sidewalk should therefore be funneled through Jason Franklin or Ethan Picman.
- Eric Jensen hopes to return to the committee next term, however the past two terms he has been the only one in the shop during the safety committee meetings and cannot leave the shop unattended.

Personnel Involved:
- All of Safety Committee

Action Items:

- Nick Weltch will update the committee in April concerning the communications issues with the downed tree in the park blocks.
- Jill will talk to Linda Clark about the contract the food trucks have with the city.
- Melissa will check with Pam on how much money is left for the committee to use for CPR and motion classes.
- Jill and Heather will update the committee on their 2014 student accident review findings in April.
- TAPS will inform the committee of the floor sweeping schedule for the parking structures.