Meeting Called to Order at 7:35am

Attendees:

- Patrick Kennedy – Plumber
- Jill Jones – Facilities and Construction Safety Officer
- Suzan Wilson – Landscaping
- Anatoliy Petriyenko – PHC
- Steve Rounds – CPC
- Gail Hamilton – Trades and Construction Supervisor
- Cary Morris – Systems Supervisor
- Carey Gibbar – Trades Maintenance Coordinator
- David Troppe – CPSO
- Russ Ranard – Materials Management
- James Muir – Zone Maintenance
- Mark Thomas – Electrical
- Jeff Farrell – PHC Safety Officer
- Kate Vance – Senior Project Manager

Absentees:

- Michael Layman – Carpenter

Issues Discussed:

**Introductions and Review of Minutes**

- Everyone introduced themselves to new member, Jeff Farrell, the safety officer for PHC.
- The committee approved the February 2015 Minutes.

**Viking Safety Crew - Update**

- There is a new Viking Safety Crew submission box located on the wall across from the break room in USB.
- Above the box is a bulletin board which will feature future safety committee minutes, along with monthly safety posters.
- Jill may be able to acquire a 2nd submission box from John LaDu to post near housing and landscaping.
- Crews- we only need 3 more submissions before the first prize can be handed out!
Incident Reporting and Pre-Task Plans

- Incident reporting needs to be timelier across the board within FPM and CPC.
- After an incident Jill conducts an informal accident review with the employee and their supervisor. The purpose of this review is the fix any safety issues, not to place the blame on any one person or thing.
- The purpose of Pre-Task Plans is to assist employees in recognizing any safety hazards before they begin a project.
- There will be an upcoming Tool Box Talk which will discuss the proper use and distribution of Pre-Task Plans.

Food Trucks in the Park Blocks

- There were 2 Incidents involving food trucks in the park blocks last month.
  - The Hot Dog truck emptied 10 gallons of hot grease into 2 – 5 gallon plastic buckets, which promptly melted and facilities was called in on the weekend to assist in the cleanup.
  - There was a propane truck parked on the Park Blocks in the middle of a school day. It was refueling the Fish and Chips truck.
- Jill will follow up with Linda Clark on the contract, policy, and procedures that the food trucks have with the city, and update the committee in April.

Incident and Near Miss Reporting

- Near Miss –
  - There is no sign to inform the public of the low hanging roof at the bottom of the ramp leading to the basement of SRTC.
  - There was an Arc Flash incident. It was determined that it occurred due to a lack of communication, as well as an incomplete and unshared PTP.
- Injuries – There were 2 injuries this month.
  - A CPC Employee working with a table saw experience kickback injuring his abdomen.
    - Jill and Gail have already had an accident review with this employee.
    - The employee was an experienced carpenter and little could have been done to avoid the incident.
    - However, Jill is concerned that it took 2 weeks for this injury to be reported and it could have been much more serious.
  - A Student Employee got hit in the face while opening an unmarked pressurized door in Neuberger.
FACILITIES AND CONSTRUCTION SAFETY
COMMITTEE MEETING
March 17, 2015 at 7:30am

- From now on student’s will HVAC before beginning work and have fans shut down.
- Systems is now working on a student employee handbook.
- Ruben’s new student employee training will now include mechanical rooms.

Other Items

- Jill is still waiting to hear about an update concerning the upcoming Vehicle Training and Campus Driving Policy. Cary Morris mentioned that there was an issue recently with a Taylor Dunn driving on a sidewalk, and the driver seemed unsure if that was allowed or not.
- The roof project is slowly moving forward, an engineering firm has been chosen and the contract is currently being written.
- Jill thanked everyone for their help with the confined space project. If there are any outstanding confined spaces on campus, particularly in MCB, please let her know ASAP.
- The next FPM safety inspection will be on March 24 at 9:30am. Everyone will meet in the lobby of the 2nd Floor and head down to the warehouse together.
- Last month, the Campus Safety Committee discussed the elevator fire in UP and the results of the chemical spill in NH in February.
- Carey Gibbar brought up the tree that fell down in the park blocks last weekend. He was concerned about the miscommunication between CPSO and the City on whose responsibility it was to remove the tree. Jill will follow up on this.

Action Items:

- Jill will follow up with Linda Clark on the contract, policy, and procedures that the food trucks have with the city, and update the committee in April.
- Jill will follow up on the miscommunication issue following the downed tree incident in the park blocks.
- Let Jill know ASAP of any outstanding confined spaces you know of.

Meeting Adjourned: 8:30am