

Safety Committee

St. Cloud Technical and Community College Safety Committee

Meeting Date: 01/28/16

Attendance

Present: Chris Loos; Alcuin Raeker; Anthony Wolbersen; Rita Dingman; Jacci Netter; Brian Johnson; Jerald Mishow; Jennifer Potter; June Hirdler

Not Present: Missy Majerus; Adam Koenig; Nicolle Kuhn; Nancy Kircher

Note Taker: Chris Loos

Agenda

Old Business

Nothing to report

New Business

1. Active Threat Training (Recap of Faculty in-Service and upcoming Staff in-Service)
 - a. Successes and Lessons Learned
 - i. Timetable
 1. Held in the Health Science Building on January 7th 2016
 2. Began at 9am with SCPD PPT presentation
 3. Drill began at approximately 10:45am
 4. Drill concluded at approximately 12:30pm
 - ii. Star Alert
 1. We found that one challenge presented during the drill held in the Health Science building was that the lower levels of the building do not get adequate cellular coverage. Many people reported they were unable to receive the Star Alert message because of the area of the building they sought shelter
 2. Some individuals were unaware that Star Alert changed within the past year and that they had to sign back in to the system to register. This also presented issues with people not receiving notifications when they thought they were signed up
 3. I will begin researching companies who provide digital antenna extenders so cellular connectivity can be provided in the lower level of the building where coverage is scarce
 4. Vi will work on sending out another email to everyone at SCTCC regarding how to sign up for Star Alert and will continue to periodically send out that message
 - iii. PA System
 1. It was reported that the PA system did not reach all areas of the building. There were many areas that did not hear the announcement made over the PA system
 2. Some areas reported they had speakers in their ceiling, however the PA was not heard. System may be broken in these areas

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3. I will work with Facilities to schedule a test of the PA system, sometime over a weekend or over the Summer, to identify areas where the PA is broken and have it fixed. Once our existing system is fixed, we will research a possible expansion of that system by contacting vendors and obtaining pricing
 - iv. Overall Reaction
 1. Overall we received very good response from faculty regarding the active threat training
 2. I shared with Faculty where they could go on the employee intranet and obtain a template I created so that they may begin to create an emergency response plan for their particular area, classroom, department, etc.
 3. Lots of good discussion at the wrap-up meeting after the drill
 - b. The next active threat training will occur the week of March 7th for Staff
 - i. This training will likely occur in the Main Building
 - ii. We will work with SCPD to assist with the training once again
 - iii. Faculty invited to participate if they wish
2. Haz Waste Disposal
 - a. Veolia Haz Waste Disposal was conducted Wed, January 13th 2016
 - b. Disposed of lots of “bulk” materials and nuisance items
 - c. Will get Stericycle out for Medical Waste. I informed members of the committee that if they have any waste to please let me know and I’ll work with them on disposal
3. Emergency Flip Chart Update
 - a. This document, posted in all classrooms and labs, needs to be updated with current emergency response information
 - i. Currently in process
 - b. Researching digital app vs. paper flip chart options
 - i. What would be most beneficial?
 1. The group decided that it would be best to continue with use of the paper flip charts as not everyone has access to a digital device nor does every building have the best reception for digital devices
 - ii. What will reach the most people?
 1. Again, the paper flip charts will be updated and made available to each classroom and conference room. We will also update the digital “quick guide” on the Safety and Security webpage to reflect the changes made to the procedures
4. Written Safety Programs
 - a. Last OSHA consult visit reminded us of the importance of finishing our written safety programs. To date we have completed:
 - i. Bloodborne Pathogens and exposure control*
 - ii. Chemical Hygiene*
 - iii. Emergency Preparedness
 - iv. Fire Safety*
 - v. Hazardous Waste HazCom (GHS)*
 - vi. Personal Protective Equipment*

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vii. Storm Water Pollution Prevention Plan (SWPP)*

b. Programs in Process:

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| i. Lockout/Tagout* (many units completed) | xix. Generator Inspection* |
| ii. Adverse Weather | xx. Grounds and Mowing |
| iii. AED* | xxi. Hearing Conservation* |
| iv. Air Quality | xxii. Hot Work Permits* |
| v. Asbestos* | xxiii. Job Hazard Analyses* (in progress) |
| vi. AWAIR | xxiv. Lab Safety |
| vii. Compressed Gas | xxv. Lead* |
| viii. Confined Space Entry* | xxvi. Mailroom Safety and Contamination |
| ix. Contractor Safety | xxvii. Mobile & Stationary Elevated Work Platforms* |
| x. Emergency Light Inspection* | xxviii. Radiation Safety* |
| xi. Ergonomics | xxix. Respiratory Protection* |
| xii. Evacuation of Disabled Individuals* | xxx. Right to Know* |
| xiii. Eyewash/Shower Stations | xxxii. Safety Glasses Policy |
| xiv. Fall Protection* | xxxiii. Spill Prevention Control & Countermeasure (SPCC)* |
| xv. First Aid Kits | xxxiv. Window Cleaning |
| xvi. Fluorescent Lamps | |
| xvii. Forklifts | |
| xviii. Formaldehyde* | |

*-Required

5. St. Cloud Hospital Safety Escorts

- a. Carolyn Neubauer brought up the fact that St. Cloud Hospital no longer allows students or staff to park in their parking lots for clinical
- b. Early morning (5-5:30am) and late night (10-11:30pm) walks to and from parking lot D and the hospital
 - i. Do not feel safe
- c. Safety escort was requested
 - i. Currently in discussion with SCSU Public Safety on potentially adding this service
 - ii. Need to figure out cost
 - iii. Other options?

6. Student/Staff/Faculty Injuries on Campus

- a. Procedures for reporting
- b. Documentation
 - i. Documents needed available on Employee Intranet
 1. Incident Investigation Report
 2. Blood and Body Fluid and Needlestick Report Form
 - ii. Confusion on which form to use? Contact Chris Loos (320) 308-6158
 - iii. Working with State Risk Management to determine whether our processes/forms are adequate and seeking recommendations

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7. Open Floor

No issues brought up during the open floor session.

Meeting concluded at approximately 4:25pm.