

Safety Committee

St. Cloud Technical and Community College Safety Committee

Meeting Date: 01/26/17

Minutes

Attendance

Present: Chris Loos, Rita Dingman, June Hirdler, Tony Wolbersen, Larry Gordon, Brian Johnson, Nancy Kircher, Al Raeker, Jerold Mishow, Jacci Netter, Karen Middendorf, David Dale (student senate rep)

Not Present: Missy Majerus, Adam Koenig, Nicolle Kuhn, Kateri Mayer, Leanne Pearson, Jennifer Potter, Alex Veillette

Old Business

1. Emergency Flip Chart Update
 - a. This document, posted in all classrooms and labs, needs to be updated with current emergency response information
Updates:
 - i. Evacuation maps are being created. These had to be made from scratch. Will be included in original order for no extra cost
 - ii. Finalizing edits of evac maps. Anticipated completion early next month.
 - iii. 6-8 week completion time.
2. New "Lock Blockers" have been made
 - a. New style. Chris noted that some preliminary feedback on the item has not been positive. He did mention that we are looking for something to serve as a temporary fix until we can expand SCTCC's card access system to include interior doors of the buildings on campus. This will be a very large project, however it looks positive that it will be a priority of the college moving forward.
 - b. More cost effective with how often we have been replacing them. Chris noted that each device costs approximately 45 cents each to make. This is a savings compared to the previous style that cost \$11 per unit. The company that we used to buy devices from went out of business, therefore the need to find an alternative.
 - c. Not a "cure-all." Must use, and must use properly.
 - d. Currently being swapped out. Trial period to start. May need replaced sooner rather than later
3. Building Re-Keying Project
 - a. RFP went out and Twin City Hardware selected to complete the work
 - b. All common classrooms will be keyed the same, all computer classrooms will be keyed the same. This was done to give faculty the ability to have one key for the duration of their employment rather than having to swap keys each time they changed classrooms. With general classrooms being a very low security risk, meaning items within are not high dollar items, Chris felt it would be beneficial to all involved to rekey in this manner.
 - c. Final edits being made to the "key schematic" then order will be placed. Chris said that he will communicate the re-key plan and timeline when product has been ordered and arrives

New Business

1. OSHA Consultation
 - a. Thursday, February 2nd 9am
 - b. Areas to be addressed
 - i. Health Science Building (Dental, Boiler Room and Equipment Rooms, different programs within the building)
 - ii. Medium Heavy Truck
 - iii. Facilities Warehouse Area
 - c. Each of you are invited to come observe and participate in the process. Please contact Chris Loos for detailed information on meeting times and location. The area deans were invited to participate as well and were very receptive to being involved in the process.

2. System Office Site Review
 - a. Ken Auer from the system office came to campus on Monday, January 23rd to review our hazardous waste storage practices and disposal
 - b. Overall we look good
 - c. Need to make sure that satellite accumulation areas have up-to-date inspection sheets. These areas are to be inspected weekly.
 - d. All accumulation sites need to be properly marked with a sign. Chris will review these areas to make sure the inspection sheets are being maintained

3. Exterior Camera Project
 - a. We recently replaced 11 exterior cameras. 3 on Ctec and 8 on the Northway Building
 - b. We also added 5 exterior cameras
 - i. 3 are located along 9th street
 - ii. One is located on the Northway building overlooking the loading dock by maintenance
 - iii. The final camera is located on the Northway building overlooking Lot D next to MHT

*Chris noted that the college is also reviewing its current video surveillance and card access platforms to make sure we are operating as efficiently as possible. A complete site assessment has been arranged with Parallel Technologies to walk through campus and evaluate the infrastructure and setup of our systems. Pricing will be provided at a later date to convert all systems to Genetec, a unifier of video and card access systems.

4. Safety Posters
 - i. New safety posters have arrived
 - ii. Shipped by system office and are related to winter safety and preventing slips, trips, and falls
 - iii. Minimum two will be posted per building and will be posted in high traffic areas

*These posters have been placed in buildings on campus by Chris's work study student

5. Monthly Injury Report Update
 - a. None to report

6. Open Floor

Jacci Netter brought up the fact that snow removal could improve on the entrance to campus leading up to the Workforce Center.

Rita Dingman stated that there was an issue with how the ice/snow was melting from the roof and draining into the landscaped area outside the building. Ground has become saturated and water is draining directly onto the sidewalk and refreezing, causing an ice issue. Brian stated he would take a look and asked staff in the HSB to submit a work order whenever they notice the issue.

David Dale mentioned that there is a low spot in the sidewalk leading from the Digital Commons building to the parking lot adjacent to the building. This low spot was also noticed by Facilities, and would likely have to be a project for the spring since the ground is frozen. Water collects in the low spot and ices over. It will continue to be salted

Rita Dingman also had a question related to the ELM training. She wanted to know if it could be completed from home. Chris stated that the training could be done from home using any browser. Chris was asked by Rita if he would be willing to come to the division meeting to go through the navigation of the new ELM training. Chris said he would be happy to go to any division meeting and to send an email request.

Rita also mentioned that there is a white van that parks in the handicapped spaces on campus. It has an expired handicap pass and the person using the van is a vendor who stocks the vending machines in some of the buildings. Chris said he'd follow up. ****Note from Chris**** I did see this van at the Northway Building the very next day. I checked the handicapped tag and it was valid. I cannot approach the user and ask whether or not they are handicap. If they have a valid permit, there is really nothing I can do. The good thing is that they leave after stocking the machines, so the space is used for a very small amount of time.