

Safety Committee

St. Cloud Technical and Community College Safety Committee

Meeting Date: 09/29/16

Agenda

Attendance

Present: Chris Loos, Brian Johnson, Alex Veillette, Larry Gordon, June Hirdler, Al Raeker, Rita Dingman, Jerry Mishow, Karen Middendorf, Kateri Mayer

Not Present: Missy Majerus, Nicolle Kuhn, Nancy Kircher, Anthony Wolberson, Jacqueline Potter, Adam Koenig

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. Emergency Response verbiage has been completed
 - ii. Finalizing edits
 - iii. Sample (being sent around room)
 - b. Remaining Pieces
 - i. Evacuation maps (will need to be added after they arrive as they are unique to each building)

New Business

1. New "Lock Blockers" have been made
 - a. New style
 - b. More cost effective with how often we have been replacing them
 - c. Not a "cure-all." Must use, and must use properly
 - d. Will be swapped out as soon as possible. Likely over next break

Jerry asked about lockdown procedures for the maintenance crew. He stated that in the past maintenance crew members were required to go around and lock the exterior doors to the buildings. He wondered if they would be told to be placed in harm's way should an active shooter situation occur on campus. Chris informed Jerry that lockdown procedures and active threat response is situational, and that we don't look to put anyone in danger. If the situation calls for maintenance assistance in locking down the building (not a present danger in the building, but maybe something was going on across the street and we had to lock down), then we would likely stay with that method. If there was an active threat in the building we would ask everyone to follow our "Run, Hide, Fight" response procedure.

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2. Building Re-Keying Project

- a. Pricing obtained from one vendor. Second vendor being brought in for comparison
- b. Looking at the possibility of keying all common classrooms the same, all computer classrooms the same.
- c. Will be a project likely completed in phases unless scope of work can be done during a break. Considerations need to be made in regards to getting new keys to faculty/staff. Don't want mass confusion when this project begins.

Chris added that the re-key project may go to RFP. If so, the RFP process would extend the timeline but his plan is to move quickly and find a solution.

3. New access procedure for Maintenance Warehouse Area

- a. Must request access
 - i. Call maintenance radio at 308-3382. Wait for tone, then dial 818. You will be connected to a maintenance staff member
 - ii. Request assistance
 - iii. Maintenance staff member will escort you through the area
 - iv. Area locked down during the day to prevent possible safety issues related to an active warehouse environment
 - v. New procedure will also prevent miscellaneous hazardous and non-hazardous waste drop-offs. This was all too common last year

Chris explained that due to the facilities maintenance area being an active warehouse environment, it was not safe to keep the doors open and accessible to anyone who wished to walk in. In the past individuals would come down to the receiving area to get their packages before the packages were delivered to them. This access created an unsafe environment as it is common for forklifts and other machinery to be operated in the area and posed a danger. Additionally, there have been reports of individuals coming into the area to "borrow" tools that were never returned.

4. OSHA Complaint

- a. Complaint Received 08/24/2016 (see print-out)
- b. Items were investigated and necessary changes were made to correct any hazards identified to be accurate
- c. Letter sent back to OSHA explaining what we did or did not find as a result of our investigation and if hazards were found, what we did to correct them
- d. Posted in accessible posting areas in each building for 15 days. They are actually still there as they have not been taken down yet

5. Monthly Injury Report Update

- a. See projector screen for incident

6. Open Floor

Karen Middendorf and Kateri Mayer brought up issues with the Health Science building. Both claim that they need their area to be “clinical clean” which would go above and beyond normal cleaning. Both asked Brian Johnson if that was possible. Brian stated that he would do the best he could to accommodate getting that area cleaned more thoroughly, however at this moment he is very short staffed and only has one custodial crew member who can clean the entire building. Brian stated he would try to pull someone else from another building from time to time, but they may need to have students assist in the cleaning of the area when they feel it needs to be done immediately.

Al Raeker asked about the potholes on campus. Rita, Karen, Kateri, and Larry all voiced concerns over the potholes. Chris explained that facilities had contracted a company to tend to the potholes on campus. Brian added that the contracted company would be out the first week of November due to their schedule, but that the company would be fixing the potholes in every parking lot on campus.

Another issue was brought up regarding landscaping posing a perceived danger near the Health Science building. Kateri stated that there is a low limb hanging over the parking area and that someone could walk into it. Brian stated that he would have someone take a look at the tree to determine if the branch needed to be trimmed. Brian also asked that anytime concerns come up regarding maintenance, grounds, etc. that the issues be brought to him immediately through the online work order system rather than waiting until the Safety Committee meeting as many of the issues brought up could have already been addressed. They want to help and take care of problems but first they need to know about it.

Final discussion was about the approaching winter weather. Brian outlined their process for snow removal and addressing slippery sidewalks and entry ways. Chris asked that anyone who observes a “slick spot” to notify maintenance immediately so they can add that area to their list of areas to be addressed. Brian stated they would also be placing buckets of ice melt/salt in some strategic points throughout campus (entry ways) so that individuals who observe a slick spot near the door could feel free to throw some salt on the spot themselves if they chose to do so. Chris also discussed how information would be sent out to the campus regarding “winter weather safety” throughout the season.