

Meeting Date: 12/10/2019

Meeting Location: Heartland Building Room 116

Meeting Time: 3:00 pm

Present: Chris Loos, June Hirdler, Paula Brandel, Jason Theisen, Jacci Netter, Rita Dingman, Brian Johnson, Ryan Haws, Andrew Gronli, Larry Gordon, Julie Simonson, Lori Kloos

## Meeting Minutes

1. Review of SCTCC Safety Committee Manual (Please read in advance and be prepared to discuss)
  - Discussion
  - Approval of Docs

Chris Loos started the meeting reviewing the Safety Manual, he mentioned that the System Office reviewed the manual prior to its release. Part of the process was to see if the manual met all the union contract language. It was compared with best practices of other schools. Chris asked for feedback in one week then to post it online.

One of the processes is the review of safety concerns from students, staff, and faculty, concerns can be posted online.

There is an outline of employee safety responsibilities and a list of representation from all unions on campus. Chris spoke of looking at the frequency of meetings, OSHA requires a minimum of quarterly meetings and prior we met monthly. The committee was asked their opinion for how often we should meet, Lori Kloos mentioned that there is only one faculty member attending and that we need more representation from faculty. It was suggested that we meet more often until the committee gets stronger. Bi-monthly was suggested by several members.

Chris said that HR and safety work closely together including the maintaining of the OSHA 300 log.

Chris thought it would be beneficial for safety committee members to attend OSHA inspections to see how they are done. Different groups would be part of different inspections.

Communication improvements is one of the objectives for the committee seeking methods to increase our presence on campus.

It was asked if instructors know their schedules for next year. How soon would they know for spring, fall, and winter? By the January meeting it is hoped that we would know what the class scheduled would look like.

2. Review of
  - Reports of personal injuries and illness (see handout)
  - Accident investigations (none reported)

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- Property damage (none reported)
- Alleged hazardous working conditions (none reported)

Reports of Injuries: on 12/2/19 a slip/fall in Lot C and at HSB both were students. It was mentioned to notify maintenance if there are icy spots on lots or sidewalks there are buckets of salt at many doors for anyone to salt if they notice ice. Jason Theisen said that we purchased bags of turkey grit to help problem areas that pond water and ice. He said that the Outdoor Facilities Committee met and toured the parking lots looking for problem areas for water drainage. They looked at how to improve the drainage and gave suggestions on a long term pavement plan. He also discussed how we approach snow removal. He said to call the maintenance radio for issues. Jason said that there are two new employees in the maintenance department. Someone asked what the radio number is and Chris mentioned that it is on several documents. It was suggested that a cheat sheet be made for people's desks.

3. Follow-up on action items from previous safety committee meetings
  - Sidewalk concern by HSB
  - OSHA Consultation Results

Old Items: HSB has a low spot along the sidewalk by 15<sup>th</sup> St. No. due to the slope in the parking lot. Because of elevation issues it cannot be easily addressed so there is a better effort to salt and maintain that area. Lori explained the use of parking fees in the maintaining of the lots.

OSHA consultation results: Outcome notes and handouts are provided to address findings and to prevent fines. This year the focus was on Dental and Kitchen areas. The chemical officer reported no issues. Chris discussed small concerns, mostly housekeeping. The next meeting is scheduled for spring in other areas.

4. Update on walk-around inspections conducted by
  - Safety Committee (none since last meeting)
  - Campus EHS personnel (none since last meeting)
  - COPE inspection reports (none since last meeting)
5. Update on building security issues
  - Review list of concerns brought up since last meeting
  - Recommendations/Actions
  - Building Security: There is a new schedule for security officers. Timelines and some reports of response times lag for evening events. There needs to be a better process for information on incident reports. June Hurdler asked if security officers come through CTEC, Officer Gronli reported no not often. Chris is working on a process to be more visible. Possible student worker to assist. If there is an issue Chris wants to know directly. Larry from MHT mentioned the amount of information students provide while they are waiting for the CAP officer to arrive can take away from student instruction time. The CAP officer addresses car accidents in the lots but said there is no blame assessed just the exchange of insurance because written reports can involve the police in civil law suits. Paula asked what percentage of the day does the CAP officer patrol the buildings? Gronli said it varies greatly. It was asked how that compares to SCSU, there is a constant evaluation of the process.

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There will be a review of safety concerns and feedback provided in January. ELM training will begin again in in January, Larry asked if the timelines will be extended? Chris thought it could be depending on the seasons.

Open Discussion: Paula asked about first aid kits, Chris said it was based on high risk areas to start with, now looking into other areas. Lori asked if a map could show where they are located, she also asked about communication looking at door access to help security. Chris said we are evaluating future locations for AED's and how many devices are needed. Larry asked if a portable AED could be put in place of units that are being serviced or looking for new batteries. Batteries are hard to order due to shipping restrictions and spares are not worth investing into because of limited shelf life.