**Facilities-Auxiliaries Safety Committee Meeting Minutes**

**Link to Minutes:** [**http://uwm.edu/safety-health/occupational-safety/**](http://uwm.edu/safety-health/occupational-safety/)

Date and Time of Meeting: September 27, 2017, 9:30-10:30 a.m. Engelmann Room 206

Chairperson: Bob Peck

Attendance: Matt Matisko, Steve Wilke, Patrick Mahsem, Joe Krivitz, Aretha Johnson, Mike Keller, Steve Ellison, Chuck Kremer, Bob Martinez and Roger Wolf in place of Eric Kozak.

Apologies: Giulio Leonardelli, Nick Srdic, Eric Kozak, Steve Ausloos,

**Incident review:** August 9, 2017 – September 15, 2017

* Building Service Worker sustains back injury while lifting mop buckets off on a cart on August 16, 2017.
* Utilize proper body mechanics for lifting the mop bucket off the cart which is a Power Lift.
* Remove the side of the cart so that you are only lifting the mop bucket 6”s off of the floor rather than 18”s to clear the side of the cart.
* Resident Assistant cut off tip of finger cutting cardboard with box cutter on August 26, 2017.
* Wear a cut-resistant glove when cutting cardboard. I would also advise to exercise more caution when cutting the cardboard and to be cognizant of hand placement around the cutting tool.
* Restaurant Operations Student Employee slipped and fell in Sandburg Café Dish Room
* To prevent future injuries of this nature is to have all kitchen staff wear the slip-resistant shoe covers while they are working.

**Old Business:**

* Attic Access Safety Concerns for Garland, Pearce and Vogel Halls Update.
* Bob Peck spoke with Rick Koehler regarding concerns raised about asbestos abatement at the Vogel Hall attic access trap door. Rick Koehler will follow-up with Eric Kozak.
* Still awaiting an update on this item, Bob Peck to follow-up with Rick Koehler.
* Fall Protection Update
* Inspections of 35 areas including 18 on campus in 13 different buildings and 17 areas off campus at 6 different buildings is tentatively scheduled for October 3-4, 2017 with facilities personnel and staff from Hy-Safe Technologies. Hy-Safe will generate a quotation so that project money can be pursued to address the fall protection concerns.

**Other Business Follow-up:**

* Giulio Leonardelli inquired about the progress on the door installation for room B72 in the basement of Pearse Hall. The door currently swings into the room and that is not compliant with the National Electrical Code (NEC) Section 110.26(C) and 110.33(A)(3.) Bob Peck will check progress on work order FS-94072.
* Rick Koehler responded via email at 9:55am on August 22, 2017 that he decided to proceed with the door project to change the door swing to a 180 degree swing into the corridor instead of letting it remain swinging into the room while maintaining the same size of the door 42”s. Rick requested that Dawn make a maintenance project out of the request and add it to the minutes. When I reviewed the meeting minutes from 9-14-17 I do not see it listed. I sent another email to Rick Koehler on 9-21-17 to clarify if the project was added.
* Nick Srdic expressed concerns about the square clogged drains outside of the Union on the east side of the Union sidewalk outside of Burger King. These are the square drains and when clogged will prevent proper drainage and result in icy areas when temperatures drop.
* Further checking revealed that the drains closest to the building are the responsibility of the Union staff, drains further out into Spaights Plaza are the responsibility of Facilities Services. I contacted Chelsea Pedler to have her staff check on the drains Nick was referring to near Burger King.
* Patrick Mahsem reports that there are also clogged drains just outside the Union entrance off into Spaights Plaza near the NE entrance to the Union. These are round drains.
* Steve Wilke stated he would have his crew look at the other drains further way from the Union but cautioned that it might be a plumber’s job to unclog those drains.
* Giulio Leonardelli also mentioned that the contractors for Paul Davis are driving their vehicles at higher speeds on the sidewalk near the fountain. Bob Peck will follow up on this issue.
* Bob reported this issue to Jim Olson who will follow up with Paul Davis Restoration.
* Steve Wilke received a request to remove tree branches striking the windows on the east side of the 4th floor of Bolton Hall off Spaights Plaza. Steve was going to look into the issue further to determine if perhaps a window could be opened to access the branch for trimming.
* Steve reported to Bob Peck that he was going to bring in an outside firm to trim back all of the trees that are alongside Bolton Hall in Spaights Plaza.

**New Business:**

* Vivid Online Safety Training for September 2017
* Lock and Tag, 15 minute course. 30 days to complete.

# Safety Toolbox Tip–

# Lifting Safety

# <https://learnatvivid.com/safety-toolbox/safety-tip-video-lifting-safety>

**Other Business:**

* Committee Go Around
* Patrick Mahsem had no concerns.
* Joe Krivitz had no concerns.
* Roger Wolf had no concerns.
* Matt Matisko had no concerns.
* Aretha Johnson mentioned that the new Environmental Services Staff members would be attending safety training tomorrow from 7:30am – 10:45pm. Topics covered include BBP, Radiation Safety, Asbestos/Lead Awareness, PPE, Hazard Communication, Material Handling and Hazardous Waste Awareness training.
* Mike Keller inquired about additional Aerial Lift training sessions this year for staff who missed the training sessions in June. Bob Peck will follow-up with Richard Deberry regarding aerial lift rentals scheduled for fall gutter cleaning.
* Steve Wilke mentioned that the dry leaves and discarded cigarette butts present a fire hazard. Steve mentioned that a smoker pole for properly extinguishing butts has been ordered.
* Bob Martinez commented that the Heat Plant needs to be notified of any utility outages in buildings as their staff field calls from building occupants and they can then share that information with callers who inquire about building specific outages.
* **Next Meeting:**  Wednesday, October 18, 2017 @ 9:30 AM Engelmann 206.