**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: November 15, 2017, 9:30-10:30 a.m. Engelmann Room 206

Chairperson: Bob Peck

Attendance: Matt Matisko, Steve Wilke, Joe Krivitz, Aretha Johnson, Mike Keller, Eric Kozak, Nick Srdic and Steve Ausloos.

Not Present: Patrick Mahsem and Bob Martinez.

Excused: Chuck Kremer, Giulio and Leonardelli.

**Incident review:** October 12, 2017 – November 8, 2017

* Restaurant Operations staff member at Union Station injured 4th and 5th toes on right foot when he dropped a 6lb. can of water chestnuts off a 2’ high shelf onto his foot.
* The recommendation to prevent future injuries of this type is to pay closer attention to the task at hand.
* Housing Custodian staff member at Sandburg was poked by sharp object on right index finger when he was throwing trash down garbage chute in south tower.
* Still processing this follow-up. Will update at next month’s meeting.
* Steve Ausloos commented that perhaps smaller size trash bags could be used especially when it is move out day to help avoid jamming large trash bags into the chutes which can become stuck.
* Transportation Services student employee walking towards an employee who was vacuuming in room WG25 Union bumped his left leg/knee on the vacuum.
* Still processing this follow-up. Will update at next month’s meeting.

**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.
* The Garland and Pearce hatch doors are complete except for the protective ladder guard, Eric uses this as filler work. I do not have an estimated completion date.
* Kevin Babcock, Richard DeBerry and I made a site visit to Vogel on 10-17-17 to look at options for the attic access point. We looked at creating a separate access hatch into the attic inside room 260 adjacent to the current access door. There would be a wall mounted ladder with a cover, hatch door with pneumatic struts for support, bars to use in the attic to safely transfer to that level and a means to cover the access hatch to prevent falling to the 2nd floor. Kevin Babcock to price out the project.
* Bob Peck will follow-up on status of this project with Rick Koehler. This project should also be added to the Facilities Weekly Meeting Minute Report so we can stay on top of it.
* Fall Protection Update
* Fall Protection tour took place on October 3rd, 4th, 5th, and 9th expanding from the original 35 areas which included 18 on campus in 13 different buildings and 17 areas off campus at 6 different buildings. Steve Verish, Chuck Anzaldi and Frank Anzaldi along with Bob Peck toured the areas and added additional locations in need of fall protection when those areas were identified. Hy-Safe will generate a quotation so that project money can be pursued to address the fall protection concerns.
* No update as of 11-14-17.
* Bob Peck to contact Steve Verish to determine if there is an update on the project.

**Other Business Follow-up:**

* 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. Upon reviewing the meeting minutes from 9-14-17, the project is not listed. I sent another email to Rick Koehler on 9-21-17 to clarify if the project was added.
* This was supposed to have been added to the minutes. The work is in progress. It's been painted and now there is some electrical and HVAC work to prepare for the door installation. Rick will again ask to add this project to the scheduling minutes for tracking purposes.
* The project has been added to the weekly meeting minutes as of 10-25-17 and work orders FS-102496 FS-102498 and FS-102499 have been created for the project as of 10-25-17 to track status of new door and frame installation for room B72 in Pearce Hall.

**New Business:**

* Notifications of utility outages in buildings need to be sent to Heat Plant Operators to allow the operators to share the information when they receive inquiries from occupants of affected buildings. This has not been happening.
* Bob will contact Rick Koehler to inquire about the Service Desk communicating this information to the Heat Plant Operators.
* Exploring the possibility of scheduling an additional Aerial Lift training session for new staff and those who were unable to attend the sessions previously held in June 2017.
* Planning the next session for 2018 in June. Those who haven’t completed the training this year can be assigned the Vivid Aerial and Scissor Lift Safety course and can be in the basket as an observer with a certified lift operator operating the lift but must not actually operate the lift.
* Mike Keller will get a list of UITS staff to Bob Peck to include in the new training session.
* Giulio asked about the rusted railing on exterior of the south side of Mitchell Hall that he had previously reported to Robert Peck.
* Robert Peck toured the exterior of Mitchell Hall on 10-18-17 noting 4 separate locations of railings in need of repair. A service request was submitted and on 10-19-17 work order FS-102304 was created for multiple railing repairs (4 total) outside of Mitchell Hall.
* Report of possible damaged asbestos (friable) pipe insulation in Music Building room MB111A forwarded by Giulio Leonardelli.
* Robert Peck contacted Alex Alexopoulos who checked the WALMS report, inspected the space and had KPH Environmental Company respond in and address the issue of encapsulating the damaged fiberglass insulation, hepa vacuuming the area, and abating some insulation as necessary.

* Vivid Online Safety Training - Shops in November 2017
* Hazard Communication, 24-minute course. 30 days to complete.

# Safety Toolbox Tip–

# Slips, Trips and Falls: Winter Edition

# <https://vividlearningsystems.com/safety-toolbox/safety-tip-video-slips-trips-and-falls-winter-edition>

# Environmental Service Worker Training in November 2017

# Proper Snow and Salt Handling

# Snow Blower Safety

# Winter Walking

# 2018 Safety Training

# Shared spreadsheet of proposed training schedule for 2018 and available training classes from Vivid so committee members can provide feedback on training.

# Asked committee members to review and submit input for next year’s training schedule to be presented at next meeting.

**Other Business:**

* Committee Go Around
* Matt Matisko had no concerns.
* Nick Srdic asked on behalf of Fran Jasper about submitting a request regarding the clogged drains in Spaights Plaza that need to be opened. Bob Peck has sent information to Fran Jasper about submitting a work order to the iService Desk.
* Steve Ausloos had no concerns.
* Steve Wilke had no concerns.
* Mike Keller had no concerns.
* Aretha Johnson stated that she was following up on expired fire extinguishers that were identified during this year’s Fire Inspections conducted in July and August 2017. AJ asked committee members that if they came across any expired extinguishers in mechanical rooms they could make Environmental Services aware of those expired extinguishers so the expired extinguishers could be added to the master lists ensuring regular monthly checks.
* Joe Krivitz commented on outside contractors performing soldering work on 2nd floor roof on KIRC building not being compliant with safety regulations. Contractors observed hoisting mobile fall protection cart to roof while standing at edge not tied off. Also, not blocking off area below while hoisting device to the roof which could lead to a death if the device was dropped on someone passing below. Working on the roof wearing the harness but not being tied off to the fall protection cart. Using ropes as lanyards that looked to be more than 30 feet long while working on a 2nd story roof. Joe feels that someone should be following up on the outside contractors to make certain they are working safely. Information on this practice is documented in the meeting minutes and shared with management staff.
* Eric Kozak stated that in regard to the Hot Work training sessions that were recently conducted per OSHA standards there needs to be a separate person (Permit Issuer) who performs the walk through upon completion of the work. Bob Peck will follow-up with Jenelle regarding the training presentations to clarify.

* **Next Meeting:**  Wednesday, December 20, 2017 @ 9:30 AM Engelmann 206.