**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: January 17, 2018, 9:30-10:30 a.m. Engelmann Hall Room 206

Chairperson: Bob Peck

Attendance: Aretha Johnson, Mike Keller, Eric Kozak, Steve Ellison in place of Nick Srdic, Steve Ausloos, Patrick Mahsem, Chuck Kremer and Giulio Leonardelli.

Not Present:

Excused: Matt Matisko, Bob Martinez, Joe Krivitz and Steve Wilke.

**Incident Review:** December 9, 2017 – January 9, 2018

* Environmental Services Worker experienced pain in his neck, right shoulder and back while transferring a backpack vacuum from his cart to the floor in custodial closet on 2nd floor of Bolton Hall.
* There are no recommendations for preventing a future injury of this nature. The injured employee used both of his arms to transfer the backpack vacuum (10 pounds) from the cart to the floor (12 inches) and the vacuum is well below the maximum weight he must lift in his position description which is 50 pounds.
* Environmental Services Worker experienced pain in his lower back while transferring trash bags from a trash barrel to the dumpster outside of the Library loading dock.
* The recommendation is to utilize the training concepts that the instructors provided during the Body Mechanics Training session that the injured staff member attended on January 11, 2017. Staff attending the session were instructed to use proper body mechanics to prevent work-related injuries. This includes using the overhead lift to transfer trash bags and recycle bags into the dumpsters and to pivot the body while doing so rather than twisting and slinging the bags into the dumpster.
* Aretha Johnson asked about the validity of some injuries that are reported and how those are handled. Bob Peck stated that his focus is to examine how the injuries occur and then identify how we can prevent a reoccurrence of an injury. The claims examiners in Madison determine the validity of the injuries.

**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 sent an email to Rick Koehler on November 24, 2017 requesting an update on the project.
* Estimates to address the safety hazard at Vogel Hall are costly so a two-person procedure has been drafted for review to allow staff members to safely access the attic until a permanent fix is in place.
* Discussion on review of Vogel Hall attic access procedure.
* Tour of attic access points for Garland, Pearce and Vogel Halls is scheduled for January 25, 2018. Rick Koehler, Thomas Piccorelli, Zack Steuerwald and Bob Peck will examine the areas to view the safety hazards to push the project forward.
* Bob Peck reported that he did receive a copy of the estimate for the Vogel Hall Hatch Rework. The estimate does include labor and materials to patch the old access door. Bob Peck sent an email requesting that the estimate be reworked to include keeping the old access hatch in case a large piece of equipment ever needs to be moved up into or out of the attic area. That would lessen the cost of the project.
* 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 received a link from Steve Verish to the report forwarded by Hy-Safe Technology on November 15, 2017. Bob Peck and Steve Verish reviewed the report on November 27, 2017.
* Bob and Steve Verish have completed the review of the proposal received from Hy-Safe Technology and Steve is making edits to the document which will be resubmitted to Hy-Safe for corrections and additions.
* Bob Peck reported that Hy-Safe Technologies had forwarded information on a passive fall protection system featuring free standing guard rail sections that can be used for fall protection, temporary fall protection, roof edge protection, roof hatches, skylights and hazard barriers. Here is a link to the product:

 <https://hysafe.com/products/content/hy-safe-guard-rail>

* Hot Work Program
* Eric Kozak stated that 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.
* The person providing the fire watch can also be the permit issuer provided he/she have been trained in all aspects of the Hot Work Program per NFPA51B and OSHA 1910.252.
* No further updates on this topic we will close this issue. The PM shop recently completed their first Hot Work under the new policy in the Theater mechanical room T248. A grinder was used to remove a bearing. Fire blankets were purchased and used for the work.
* 2018 Safety Committee Membership
* Invitation has been being extended to the School of Freshwater Sciences to join the committee.
* Existing membership review.
* No representative from Freshwater Sciences attended the meeting. Existing membership remains in place for 2018.

# 2018 Safety Training

# An Excel spreadsheet of proposed training schedule for 2018 available training classes from Vivid was shared at the last meeting and committee members were asked to provide feedback on the proposed training.

# The committee approved the training schedule for 2018 to include hands-on Confined Space training prior to Steam Shutdown week which is May 21-25, 2018. That training may be scheduled during spring recess which is March 19-23, 2018.

**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.
* Door installation is complete.
* Remove this item from the minutes as it has been completed.

**New Business:**

* Safety Training - Shops in January 2018
* Vivid Hand and Power Tool Training 30-minute course.
* As of January 17, 2018, 34 staff members have completed the course and 35 have not started the course.

# Safety Toolbox Tip–

# Cold Weather Safety

# <https://vividlearningsystems.com/safety-toolbox/safety-tip-video-cold-weather-safety>

# Designated Hot Work Area – NWQ E

# Combustibles and storage issues in the area

# All the cardboard boxes (combustibles) full of light bulbs must be relocated from the area so that hot work can be safely completed in this area allowing for a 35’ radius that is clear of combustibles.

# Those boxes of bulbs currently stored in the area could be relocated into NWQ A in either the old carpenter shop or in the old kitchen area on first floor adjacent to the Restor.

# Proper signage installation for the area

# Signage must be installed on doors entering the area designating it as a Hot Work Area per our new Hot Work Policy.

# Restricting access to area

# The area could be enclosed with a fence to help prevent others from storing items in the area or using the hot work equipment in the area.

# Installing Andover Access Control is not an option as the system is not installed in the area.

# Staff other than Mechanical Shop staff need access to the area such as UITS and the Electricians. It is not possible to secure access to the area from the tunnel area.

# Overhead door repair for venting area and relocation of electrical outlet for welder

* Repair the overhead garage door opener to allow staff to move stock into the area and to help ventilate the area while performing hot work. The door can be raised by hand but repairing the lift device would help prevent potential injuries to staff opening and closing the overhead door by hand.

**Other Business:**

* Committee Go Around
* Giulio Leonardelli asked about disposing of a thermostat containing mercury. Bob Peck stated he would send an email with a link to the hazardous material pickup request to John Walter.
* Chuck Kremer had no concerns.
* Aretha Johnson had no concerns.
* Steve Ellison had no concerns.
* Patrick Mahsem had no concerns.
* Eric Kozak mentioned there is concern with falling concrete in the Sandburg and NWQ parking structures. There is a project scheduled for spring to address the needed repairs.
* Steve Ausloos mentioned that there were strong exhaust fumes in the vestibule at Sandburg Commons a couple weeks back. One of the Custodians had brought a snow blower inside the vestibule possibly out of concern that it wouldn’t be stolen while he/she came inside. Bob Peck will follow up with the supervisor to determine what the practice is for snow blowers and where snow blowers are stored.
* Mike Keller expressed concern about the temporary repair of the east side facade on NWQ D where the bricks are supported by Unistrut. Bob peck will follow up on concerns with this temporary repair.
* **Next Meeting:**  Wednesday, February 21, 2018 @ 9:30 AM Engelmann 206.