**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: December 20, 2017, 9:30-10:30 a.m. Engelmann Hall Room 206

Chairperson: Bob Peck

Attendance: Steve Wilke, Joe Krivitz, Eric Kozak, Patrick Mahsem, Giulio Leonardelli and Steve Ellison.

Not Present: Matt Matisko and Chuck Kremer.

Excused: Bob Martinez, Aretha Johnson, Mike Keller, Nick Srdic and Steve Ausloos.

**Incident Review:** November 9, 2017 – December 8, 2017

* Environmental Services Worker injured left shoulder while lifting box of trash can liners from cart to shelf in storage room at Mitchell Hall.
* Recommendation to prevent a future injury of this nature is to reorganize the storage shelves in this room so that heavier items are stored on lower shelves so that these items don’t have to be lifted as high to put them away.
* I would also recommend that the shelves be secured to the wall so that they are more stable to avoid a shelf tipping over if it is accidently bumped.
* The light in the room is turned on and off with a pull string and the string has broken off making it difficult for a shorter person to reach. Please have the pull string replaced.
* Environmental Services Program Supervisor struck his head on a support beam for steam pipes in NWQ Building A while trying to locate an expired fire extinguisher.
* The recommendation to prevent future injuries of this type is to pad the support beam with pipe insulation (foam) so that if someone were to strike their head the padding would cushion the blow.
* Post 2 caution signs warning anyone approaching from either direction that there is a danger of striking your head on the support beams for the steam pipes. “Caution Low Overhead Clearance.”
* From November 2017 Safety Committee Meeting - Housing Custodian at Sandburg was poked by sharp object on right index finger when he was throwing trash down garbage chute in south tower on November 6, 2017.
* Custodians should not use their hands to force trash bags into and down the trash chutes. If the trash bags are so large that they cannot fit down the trash chutes they need to be transported to the compactor using a trash cart.
* Custodian was assigned to complete a training course on Blood Borne Pathogens so he has a better understanding of the hazards he faces as a Custodian.
* 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.
* From November 2017 Safety Committee Meeting - Transportation Services student employee walking towards an employee who was transporting a vacuum in room WG25 in the Union through a small aisle bumped his left leg/knee on the vacuum.
* Staff members should pass through the area one at a time to avoid contact with a second person who is also attempting to pass through the area.
* If the table in that area could be relocated to another area within the office that would help alleviate the problem. Maintaining adequate egress routes within the office is critical so staff can evacuate safely in an emergency.
* Environmental Services Worker slipped and fell in hallway from liquid soap leaked on floor when changing out soap bag.
* To discard the empty soap bags into the trash immediately rather than walking out of the bathroom into the hallway. Secondly, wear footwear that is slip-resistant and has good tread on the soles.
* Environmental Service Worker strained his back from lifting 112 chairs (18lbs. each) from the floor and placing them on tables so he could clean the floor.
* Do not lift these 112 chairs from the floor and place them on the tables. Simply move the chairs away from the tables by sliding them on the concrete floor so that the Building Service Worker can access the area under the table for dry and wet mopping.

**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 and the project has stalled 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.
* The written draft detailing safe access to the attic area was distributed to committee members for their review to determine if changes need to be made. Once input is received and the procedure is finalized training will be scheduled for those staff members needing to access the attic area of Vogel Hall.
* 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.

**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.
* As of 12-26-17 the door installation has been completed.

**New Business:**

# 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.

# Discussion about hands-on Confined Space training ensued. Committee members would like to see the training take place prior to steam shutdown week which begins May 21, 2018. It was suggested that training could take place during the spring break period. Bob Peck will discuss and coordinate with Facilities Management to schedule training sessions prior to steam shutdown week.

* 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.
* Eric was going to review the OSHA regulations and get back to the committee.
* 2018 Safety Committee Membership
* Invitations are being extended to the School of Freshwater Sciences and Restaurant Operations to join the committee.
* Existing membership review.
* All present voiced no objections with continuing to serve on the committee.

* Safety Training - Shops in January 2018
* Vivid Hand and Power Tool Training 30 minute course.

# Safety Toolbox Tip–

# Flu Season Safety

# <https://vividlearningsystems.com/safety-toolbox/flu-season-safety>

**Other Business:**

* Committee Go Around
* Steve Wilke had no concerns.
* Joe Krivitz had no concerns.
* Eric Kozak had no concerns.
* Patrick Mahsem had no concerns.
* Steve Ellison commented on the return of the low-profile dumpsters which make it easier for Custodians to discard trash and recyclables.
* Giulio Leonardelli inquired about the newly revised OSHA Silica Standards. University Safety and Assurances will be addressing this standard during CY2018.
* **Next Meeting:**  Wednesday, January 17, 2018 @ 9:30 AM Engelmann 206.