**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: March 21, 2018, 9:30-10:30 a.m. Engelmann Hall Room B38

Chairperson: Bob Peck

Attendance: Aretha Johnson, Eric Kozak, Chuck Kremer, Steve Wilke, Laura Hooper, Giulio Leonardelli, and Joe Krivitz.

Not Present: Steve Ausloos, Matt Matisko, Bob Martinez and Milan Basta.

Excused: Mike Keller, Nick Srdic and Chelsea Pedler

**Incident Review:** February 11, 2018 – March 11, 2018

* BSW walking down sidewalk outside of NWQ on Hartford Avenue slipped and fell.
* Staff members need to be cognizant of walking surfaces, avoid slippery areas if possible, proceed with caution if areas are unavoidable and wear appropriate shoes with good traction. When walking on a slippery surface keep arms pointed down at an angle with feet pointed slightly outside while keeping knees slightly bent taking slow short steps or shuffling to increase traction. Application of salt on areas likely to experience the freeze/thaw cycle would be helpful as well.
* Housing Custodial Supervisor injured back lifting the liftgate at the corner on the box truck.
* Lifting the liftgate in the center of the liftgate would allow for proper ergonomic positioning so that the liftgate can be lifted properly to avoid injury.

**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.
* Tour of attic access points for Garland, Pearce and Vogel Halls was conducted on January 25, 2018 with Rick Koehler, Thomas Piccorelli, Zack Steuerwald, Steve Moderski, Richard Deberry and Bob Peck. Awaiting decision from Thomas Piccorelli to move forward with repairs. In the interim, please use the two-person entry procedure for accessing the attic in Vogel Hall.
* Eric Kozak built and installed ladder cover on east stairwell access ladder in Pearse Hall.
* Eric must make an adjustment on the pneumatic arm on the attic entry door in Garland. Also needs to install 2 pneumatic arms on attic entry doors in Pearce 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.
* 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>

* Steve Verish forwarded revised proposal back to Hy-Safe Technologies on February 7, 2018. Awaiting revised proposal from Hy-Safe Technologies.
* Innovation Campus Accelerator Building Rooftop Access – Staff should not access rooftop using existing ladder and hatch due to inability to maintain 3 points of contact while on ladder and improper attachment of grab bar to ladder assembly. Additionally, no service of exhaust fans outside of walled-in area on roof due to lack of fall protection in place to protect workers when servicing these fans on roof.
* Temporary solution to roof access problem at ICAB has been identified and will be pursued as will a permanent solution. Funding for both will come from the Office of Research for this project and it will be added to the weekly Facilities Scheduling Minutes for tracking purposes.
* Received the Fall Protection Proposal back from Hy-Safe Technologies on March 16, 2016. Proposal will be reviewed for accuracy by Steve Verish and Robert Peck.

* 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.
* Laura Hooper Custodial Supervisor from Housing will be joining the committee and will be present at our meeting on March 21, 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. Ladder Safety Training to be conducted in March 2018.

# The new training year for Vivid Learning System began on March 15, 2018 with the assignment of the Ladder Safety course during March 2018.

# Joe Crivitz will check on the availability of a lifting device for removing covers from manholes.

# 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.

# Boxes of bulbs are currently being relocated from the Hot Work area as time permits.

# It appears that vast majority of boxes are removed from the area. Should allow for 35- foot distance for combustibles to be maintained.

# 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.

# Work Order FS-109675 for Hot Work signage was placed with Facilities Services and Mike Masalewicz is working to create and post the signage.

# Work Order completed 2-23-18.

# 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.

# Hot work equipment will be secured in the area. This will be revisited by Bob Peck and Chuck Kremer. We could turn off circuit breaker for welder when not in use. Electrical panels are not secure on lower level.

# 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. Work order to be submitted to initiate repair to door opener.
* This work order was evaluated and found to have fall protection concerns as there is no railing in place which would prevent a fall to the lower level of the building when the overhead door is opened. Opening the door partially for venting during hot work operations is acceptable as long as the door isn’t opened far enough for someone to walk through and fall to the floor below. 12”s maximum opening of door.
* Compressed Gas Cylinder Storage NWQ
* Storage rack for safely storing compressed gas cylinders
* The cost of a rack is very expensive. Eric Kozak has come up with a plan whereby we could safely store 3 times the number of tanks for a fraction of the cost.
* Eric has completed the storage rack. Oxygen and Acetylene cannot be stored next to each other. Per OSHA 1910.253(b)(4)(iii) – **Oxygen** cylinders in **storage** shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) a minimum distance of 20 feet (6.1m) or by a noncombustible barrier at least 5 feet (1.5m) high having a fire-resistance rating of at least 1/2 hour. If we could place a non-combustible barrier (such as sheet metal) between the oxygen and acetylene we will be compliant.
* OSHA’s Respirable Crystalline Silica Standard for General Industry
* OSHA Fact Sheet shared with the committee members.
* Discussion ensued and we need to identify all staff members who face exposure risks. The first line of protection is eliminating the hazard through engineering and work practice controls to reduce and maintain employee exposure to respirable crystalline silica to or below the PEL. In the event engineering and work practice controls are not sufficient to reduce employee exposure to or below the PEL, the employer shall nonetheless use them to reduce employee exposure to the lowest feasible level and shall supplement them with the use of respiratory protection.
* Jennifer Herriges will be participating in a Webinar about implementing the new silica standard in a University on April 4, 2018. More information to follow.

**New Business:**

* Safety Training - Shops in March 2018
* Vivid Ladder Safety Training 35-minute course.

# Safety Toolbox Tip

# Fixed Ladders

# <https://vividlearningsystems.com/safety-toolbox/fixed-ladders-supervisor-safety-tip-series>

**Other Business Follow-up:**

* Erik Kozak brought up the topic of pallet pickers coming on campus and removing wooden pallets that they resell. That would not be permitted the same as dumpster diving.
* Notify Police on the non-emergency number to report activity.
* Matt Matisko requested that when work is being done at the Kenilworth Apartments Housing staff should be notified when electricians are working on the fire panel. Simply letting staff at the front desk know will be sufficient.
* When working on the fire panel please notify staff at front desk that work is being performed so that Housing facilities staff will be made aware of the ongoing work.
* Chuck Kremer mentioned there may be a mold issue in NWQ A G369 related to recent flooding. A pipe had been leaking in the area since January. Repairs have been made to the pipe.
* Remove carpet from the area because this area previously experienced flooding.
* Can we have Paul Davis Restoration remove the carpet from this room?
* Committee Go Around
* Aretha Johnson inquired about closing the east-west hallway on 1st floor of the EMS Building for abatement activities in the classrooms there that are being remodeled. She expressed concern about not receiving advance notice of the project as access to restrooms will be closed off along with access to a tornado shelter area. Could departments in FAA receive this advance notice so they will know about the project sooner than the day it begins?
* Laura Hooper had no concerns.
* Joe Crivitz had no concerns.
* Chuck Kremer had no concerns.
* Giulio Leonardelli had no concerns.
* Eric Kozak expressed concerns that the crack on the NWQ south façade near the loading dock ramp where the unistrut has been previously installed to support the brick appeared wider to him. Bob will check with Zack Steuerwald to determine if this issue has been previously identified.
* Steve Wilke expressed concern about the fountain area near Curtain Hall flooding again with spring rains coming. It has been previously noted there is inadequate drainage in this approximately 560 sq. ft. area.
* **Next Meeting:**  Wednesday, April 18, 2018 @ 9:30 AM Engelmann 206.