

**Chair:** Terry Walters

**Members:** Luisa Rogers, Elizabeth Hill, Dale Hoskins, Steve Cook, Russ Pettet, Jeffry Thane Drown, Rob Johnson, Elizabeth Johnson, Lance Anderson, Grant Krinke, Lewis Palmer, Steve Hughes, Steffanie Rhea, Stacy Hendricksen, Scott Jeffries and Duncan Campbell

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**Facilities Operations Safety Committee Minutes**  
**Tuesday, December 1, 2015**

**Absent: Steve Hughes, Steve Cook and Duncan Campbell**

**Luisa Rogers**

- Two reports on Injuries for last month: one report regarding an incorrect lifting position which resulted in a strained back. Stacy Hendricksen and Lewis Palmer, Trainers in the Custodial Dept. will contact the Crew Leader and go over correct lifting procedures. The other report was an injured finger. The Supervisor in area will review procedure that resulted in injury and introduce a new procedure.

**Liz Hill**

- Marc Momcilovich from EHS will be doing spot checks around Campus to assess whether safety procedures are being followed.
- Job Safety Analysis form - Liz Hill explained what this form is and the usefulness of the form. This form reviews the electrical/mechanical risks associated with the employees' job duties. When a work order is submitted, it will include the personal protective equipment needed and the job safety analysis needed so that employees can do job safely.
- Liz Hill asked that all Shop employees be aware that if a Tag is added to any equipment, LOTO procedures must be followed.

**Grant Krinke**

- Nothing to report.

**Steve Cook**

- Absent excused

**Russ Pettet**

- Russ Pettet presented an option to improve radio signal in various buildings on campus. Cost is \$5,000. Russ Pettet will have Dennis Denham, Electronics Supervisor come and talk to David Quinlivan, Associate Director Campus Utility Services.

### **Jeffrey Drown**

- Jeffrey Drown announced that he is leaving the Carpenter shop to take a position elsewhere on Campus. The Carpenter Shop Supervisor will notify Terry Walters on new representative for the New Year.

### **Rob Johnson**

- Rob Johnson reported that the light switch in the basement mechanical room of Bldg. 87 has now been fixed.

### **Elizabeth Johnson**

- Elizabeth Johnson asked Liz Hill whether protective ear equipment should be utilized when using battery operated equipment. Liz Hill said that she will have a representative from EHS do a noise survey and let Grounds Supervisor know of results.
- Elizabeth Johnson asked what is the speed limit for Kubotas and Golf carts on Campus. The speed limit is 5 miles per hour and flashers must be on per University Policy 3-2333: Operation of Motorized Vehicles on Pedestrian Walk. Liz Hill is going to find out a contact from the Sidewalk Committee so that notification can be sent to remind staff on sidewalk policies.

### **Lance Anderson**

- Lance Anderson asked all present to remind their Shops of the importance of removing snow from University vehicles.

### **Lewis Palmer**

- Lewis Palmer will during onboarding of new hires in custodian review correct lifting procedures.

### **David Quinlivan**

- David Quinlivan will review pathway by cooling towers by Bldg. 305.

### **Steve Hughes**

- Absent.

**Stacy Hendricksen**

- Stacy Hendricksen will assist Lewis Palmer with reviewing lifting procedures.

**Steffanie Rhea**

- Excused Absence.

**Scott Jeffries**

- Excused Absence.

**Dale Hoskins**

- Bldg. 94 - Currently working on railing.
- Metal Shop now has a LOTO Log.

**Duncan Campbell**

- Excused Absence.

**Bruce Starley**

- Bruce Starley reminded everyone that when doing work that requires LOTO that they verify that equipment cannot start by itself.

**Terry Walters**

- 16-223125 FROM THE SAFETY COMMITTEE TO HTW PLANT NEED TO HAVE ASBESTOS REMOVED AT BLDG. 94 GYM 106. Complete
- 16-222333 FROM THE SAFETY COMMITTEE TO THE METAL SHOP BLDG. 94 FIX LADDER PROBLEMS AND DECK PROBLEMS. SEE GORDON RADIO 475 FOR FURTHER. In progress metal shop will repair per Dale Hoskins.
- 16-221956 FROM THE SAFETY COMMITTEE TO THE ELECTRIC SHOP BLDG. 570 SOUTH BASEMENT CONDENSER EQUIPMENT ROOM NEED TO REPLACE THE LIGHT SWITCH FROM AUTOMATIC SHUTOFF SWITCH TO REGULAR MANUAL SWITCH THIS IS A SAFETY CONCERN SEE ROB JOHNSON RADIO 476 FOR FURTHER INFORMATION. Completed
- 16-221955 FROM THE SAFETY COMMITTEE TO THE ELECTRIC SHOP BLDG. 575 PLEASE REPLACE LIGHT SWITCH IN HIGH TEMP ROOM FROM AUTOMATIC TO A MANUAL LIGHT SWITCH. THIS IS A SAFETY CONCERN SEE RADIO 476 ROB JOHNSON FOR

FURTHER LOCATION INFORMATION IF NEEDED.  
This is completed.

Next Meeting: January 5, 2015 1:00pm Bldg. 350 Room 214