Present: Tom Neal, Susan Griffin, Allen Risen, Heather Mercer, Mike McGlade, Rhys Finch, Nora Solveit, Adria Gredvig, Shirley Hill, Julie Grammer, and Kristin Mauro
Absent: Rebecca Chiles, Chelsee Blatner, Shelly Clark, and Kimber Townsend

Meeting was called to order at 2:03pm.

Review of Minutes:
- January 26th minutes approved with corrections 8-0-0
  - Mike made the motion, Tom seconded

Building Inspections: 14 buildings were inspected; deficiencies noted during January inspections included, but are not limited to:
- 11 Fire Extinguisher needed servicing. They either lost their charge or 6 years servicing due
- 6 emergency lights needed replaced
- 3 spray bottles found unlabeled with contents
- 2 pulley belt guards missing inside guard mesh
- An eye wash station was missing a diffuser so the water comes out too fast
- Use of extension cords instead of power strips or outlets
- Found five, one gallon containers of acetone not secured in flammable cabinet
- A portable space heater being used with no safety tip over switch. If someone needs a heater they need to contact physical plant or human resources
- Found an AED with a dead battery

Injury Review: Eight injuries reported this month

<table>
<thead>
<tr>
<th>Type of Accident</th>
<th>Findings</th>
<th>Recommendations</th>
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</table>
| While vacuuming an employee experienced pain in the right shoulder | Center stairwell step count between floors is approximately 18 steps X 3 floors = 54 steps total that are vacuumed  
Windsor SENSOR brand vacuum, total weight 18 pounds  
Unknown cause on what would have strained shoulder muscle  
No medical | Limit excessive or heavy lifting with right arm allowing the healing process to continue |
| An employee felt a pop and pain to the left center of back while raking and shoveling debris from planter beds | Unseen tree root ball hidden beneath a debris pile causing the worker's forward motion of the shovel to suddenly stop  
No medical | Rake debris into shovel  
Slow down and be aware of surroundings  
Inspect area for a good location to rake debris pile, avoiding hidden fixed objects |
| An employee attempted to adjust the counter sinking depth of an air powered nail gun. The nail gun fired a nail into left index finger. The nail was an 18 gauge, 1 1/2" long. The nail was removed by staff at West Valley Hospital | Worker attempting to adjust the depth of the counter sink/safety foot in pneumatic (air powered) nail gun without disconnecting the air hose from the tool  
Worker pushing on safety foot with left index finger pad causing the nail gun to fire  
In a hurry  
Tool not defective  
Medical attention sought | Supervisor retraining employee |
| An employee misjudged a concrete header and hit the center top portion of head. | The employee was aware of the overhead concrete beam hazards  
In a hurry  
Low hazards are marked with padding in main walking path  
Concrete beam height from floor 57.5", bottom width 12" wide  
Medical attention sought | Be aware of surroundings  
Slow down  
Take marked/padded pathway  
Wear safety hard hat when working in low clearance areas |
<table>
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<tr>
<th>Event</th>
<th>Preventive Measures</th>
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| An employee was welding a piece of metal it popped out of the vise and landed on left big toe. | - Metal trailer hitch stinger not secured properly in vise, weight approximately 10 pounds  
- Pressure from vise jaws and metal stinger not properly seated in vise caused stinger to pop out of vise landing on the employee’s toe  
- Welding shield pulled down to begin welding blocked the view of the stinger falling  
- Employee was wearing non-steel toed leather high top work boots  
- Medical attention sought |
| An employee had an allergic reaction while cleaning the lunchroom. Employee is allergic to nuts and does not know where the exposure came from. | - Unknown source of nut exposure  
- No nut product was ingested at the luncheon gathering  
- Possible exposure through skin contact during cleanup of the lounge are  
- No gloves worn during cleanup  
- Medical attention sought |
| An employee was struck in the head by a garage door as it was lowering. The employee ducked quickly to avoid a more serious injury. | - Not paying attention to rollup door while talking to a co-worker  
- Rollup door springs not tight enough to hold door at mid-level  
- Door and hardware approximately 20 years old, causing tension springs to possibly weaken  
- No medical attention required |
| An employee was cleaning room 002 in ITC and received a minor cut on the top knuckle of right hand while trying to close the window. | - The window would not fully close due to the lock lever hitting the lower window frame  
- The lock lever was frozen and could not be turned, due to the metal deteriorating  
- No medical, adhesive Band-Aid only. |

**Conservation Committee Update:**
- No report this month

**Round Table:**
- Shirley thanked Allen for dealing with expired medications.

**Next Meeting:** March 15, 2016, HL 205, 2pm