Safety/Energy Conservation Committee Meeting Minutes  
June 16, 2015

Present: Heather Mercer, Tom Neal, Nora Solvedt, Kimber Townsend (Chair), Chelsee Blatner, Allen Risen

Absent: Mike McGlade, Rebecca Chiles, Susan Griffin, Schuyler Asman, Angie Barry

Meeting was called to order at 2:07pm

Review of Minutes:

➢ 5/19/2015 minutes approved 6-0-0 as amended  
  o Tom made the motion, Heather seconded

Building Inspections:  10 buildings were inspected  
Deficiencies noted included during the May inspections included, but not limited to:

- Doors not latching properly  
- Blocked doors  
- Holes needing repaired  
- Fire extinguishers with no inspection tag  
- Power cord plugged into another power cord  
- Ceiling tiles missing  
- Book shelves not secured  
- Loose hand rail  
- Exit light out  
- Need to install emergency lighting

Injury Review:  See below

Conservation Committee Update:  
- Natural Gas and Electric were both heading towards a $20,000 surplus  
- Water is going to be close

Round Table  
- No safety concerns

Next Meeting:  Our next meeting is July 21, HL 205, 2pm

<table>
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<tr>
<th>Type of Accident</th>
<th>Findings</th>
<th>Recommendations</th>
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| Right ankle rolled on uneven ground / lawn.           | • Not carrying anything  
                                                      | • Taking a short cut through lawn.                                            | • Be aware of surroundings.  
                                                      |                                                                          | • Use sidewalks.                                                          |
| Employee fell off a step ladder while removing an unexpectedly heavy box. | • Step stool has 3 steps with top step height at 27”.  
                                                      | • Top shelf of shelving unit 79” above the floor.  
                                                      | • Unsafe step ladder use, holding box on head with both hands.  
                                                      | • Employee did not expect the box to be so heavy.                       | • Do not reach above head to remove boxes, use a taller ladder.  
                                                      |                                                                          | • Test weight of item to be removed.  
                                                      |                                                                          | • Do not place box on head and hold with hands.  
                                                      |                                                                          | • Always use the 3 point contact with ladder.  
                                                      |                                                                          | • Ask for assistance when items are too high.  
<pre><code>                                                  |                                                                          | reach/remove                                                              |
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<table>
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<tr>
<th>Incident</th>
<th>Contributing Factors</th>
<th>Safety Measures</th>
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| An employee was hit in the back of the neck by a large piece of concrete while operating a jackhammer at base of new doorway of Library Chiller House. | - A fractured 3X6” piece of concrete cinderblock vibrated loose from above employee during jack-hammer use, striking the employee on the back of the neck. | - Inspect area closely for loose objects/debris  
- Wear hard hats in the demo area. |
| Student tripped over a high lift stabilizer leg hitting the shin of her right leg causing a 3.5” cut | - Cluttered work area with minimal work space.  
- Employee wearing capris pants leaving the lower portion of the leg exposed.  
- Employee did seek medical attention | - Misjudged space available to work in.  
- Keep work area clear of trip hazards.  
- Use sure footing when stepping over equipment.  
- Wear full length pants/jeans for better protection.  
- Highlight lift’s stabilizer leg screws/handles for better visibility. |
| A student employee fell on the bleacher steps while pressure washing landing on right elbow. | - Walking on concrete steps that were wet, wearing rubber boots.  
- Handrails were not used.  
- In a hurry.  
- No medical attention needed. | - Slow down  
- Use provided handrails |
| An employee fell over a dining cart while transporting a large food mixer. The front wheel of the cart caught in a sidewalk crack. The employee tried to stop the mixer from falling, ended up doing a summersault/shoulder roll on the sidewalk injuring his left leg. | - Used the wrong equipment to transport the mixer.  
- In a hurry. | - Use a hand truck or pickup bed to transport.  
- Ask for help. |
| Student employee was pulling a portable table cart; the wheel ran into her outside ankle on the right foot tearing the shin. | - Employee did not follow safety instructions.  
- Small evulsion/tearing of skin on the outside right ankle.  
- Table cart is constructed of light weight metal tubing with caster wheels.  
- Wheeled table carts have labeling on the handle to only push the cart. | - Re-train employee.  
- Smooth the rough edges with padding. |
| Opening bottom drawer of map cabinet hitting big toe nail on the right foot. Had previously injured the same toe several weeks prior. | - Prior injury.  
- Map drawer cabinet has no toe kick platform.  
- Employee wearing open toed shoes. | - Slow down.  
- Have Physical Plant install a toe kick under the cabinet.  
- Wear shoes that do not have open toes. |
| Wood splinter into finger while scraping paint. | - Putty knife cause wooden window sill to splinter when scraping loose paint off of the sill.  
- Worker not wearing PPE/gloves during procedure allowing wood splinter to puncture unprotected fingertip pad.  
- Worker not wearing safety glasses. | - Gloves and safety glasses to be used when scraping paint in the future. |