**OSHA Safety/Energy Committee Minutes**

**July 17, 2018**

Present: Allen Risen, Chelsee Blatner, Nancy Ganson, Susan Griffin and Lindsey Gibson

Absent: Michael Smith, Rebecca Chiles, Julie Grammer, Adria Gredvig, Beeb Singson, Mike McGlade, Shirley Hill, Brianna Robertson, Kristin Mauro, Rhys Finch, and Nick Edmiston.

Meeting was called to order at 14:03 pm.

**Review of Minutes**:

* Nancy made the motion to approve minutes, Susan seconded
  + June 19 minutes approved

**Building Inspections: July 2018 – 15 Buildings Inspected**

* Co2 Bottle was found not secured from tipping over
* Camera video cables were hanging in doorframe causing possible choking hazard
* Several buildings having shelving needing secured to walls to prevent tipping over
* Several fire extinguishers not receiving monthly checks by assigned building person
  + Found in two different locations
* Emergency exit was blocked by a broken computer chair
* Extension cord that is not to code was found with a coffee maker plugged in
* Elliptical machine was found on a stairwell landing creating an egress hazard
* Emergency lights (2) was found not working
* Eyewash station’s water was not turned on
* Two electrical “J” boxes were found open / missing their covers exposing wires
* Trip hazard on stairwell landing. Schedule to be repaired this summer

**Injury Review:** Four this month

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| --- | --- | --- |
| **Description** | **Findings** | **Recommendations** |
| A Housing Maintenance worker was moving the bottom portion of a bed (footboard) to paint a wall in Ackerman Hall and as they were setting it down, they did not notice the desk under the footboard smashing their fingers between the bottom of the footboard and dresser top. | * Not paying attention to surroundings when moving furniture. * Set bed footboard on fingers when lowering to the floor but a dresser was in its way. * In a hurry. * No medical | * Be aware of surroundings. * Plan the move before proceeding by looking around for objects that may be in the way. * Slow Down * Ask for assistance |
| A Residence Hall Custodian was vacuuming out the drawers in a dresser at Landers Hall, room 415 and when they pulled out the middle drawer to vacuum, the drawer came all the way out of the dresser and landed on top of their right foot. | * Broken stop on dresser drawer slide. * Drawer is made of wood construction weighing approximately 5 pounds. * No medical attention was required. | * Open drawer slower to insure it will stop properly. * Slow down. |
| Employee at Natural Science was moving equipment due to the summer remodel. They were walking up the southeast interior stairs at Natural Science and about halfway up the stairs, the toe of their right shoe caught the front edge of a step, causing them to trip and fall forward landing on their right arm, hitting the outside portion of their forearm on the front edge of the step in front of them. | * Potential fatigue from moving equipment to moving truck and the old Education building. * Toe portion of this right shoe caught the front edge of the step tripping the employee. * Employee was not carrying anything at the time of the fall. * Employee was unsure if he used the provided handrails. | * Be aware of surroundings and use handrails when possible. * Be sure to take rest periods when feeling fatigued. |
| On July 2nd a Grounds employee was attempting to start a gas powered concrete saw. Placing saw on the ground holding the top handle of the saw with their right hand and pulled the starting rope with left hand while wearing blue rubberized gloves that were very sticky from tree pitch. As they pulled the starting rope, the saw flipped on its right side twisting their right index finger under their other three fingers, breaking the index finger bone between the top and center knuckle. | * Starting saw incorrectly * Holding on to top front handle with right hand as required for proper starting. * Failed to place foot on provided footpad below trigger that is designed to securely hold saw in place while pulling starting rope. * Saw flipped on its side while pulling the starting rope. * Wearing blue rubberized gloves that were sticky from pitch causing the glove to stick securely to the handgrip. * Pull rope measured 22” were as a comparable chainsaw measured 29”. | * Place foot on footpad when starting engine. * Replace pull rope to a longer rope. |

**Conservation Committee:**

* No updates at this time

**Round Table:**

* Susan – How are Building Manager selected and if there’s no selection process, how do they get nominated?

**Next Meeting:** August 21, 2018, 2pm, Hamersly 205

Meeting adjourned at 14:37