

OSHA Safety/Energy Committee Minutes
May 21st, 2019

Present: Nancy Ganson, Allen Risen, Brianna McFadden, Nick Edmiston, Adria Henrickson Mike McGlade, Mark Lilley, and Rhys Finch

Absent: Michael Smith, Susan Griffin, Lindsey Gibson, Beeb Singson, Jennifer Willard, Nora Solvedt, Heather Mercer, Chelsea Blatner, Rebecca Chiles, Lindsey Lavender, Julie Grammer, and Kristin Mauro.

Meeting was called to order at 14:04 hrs.

Review of Minutes:

- Nancy made the motion, Mike seconded
 - April 16th minutes approved 8-0-0

Building Inspections: May 2019 – 15 Buildings Inspected

- **Monthly inspections of fire extinguishers not being completed**
- **Fire Panel blocked by table**
- **Cabinets need secured to wall**
- **Ceiling tiles missing in room and needs replaced.**
- **Six open buckets with clay waste found, needs to be disposed**
- **Hot water heater copper water line leaking**
- **Door missing strike plate**
- **Un-authorized extension cords being used**
- **Discarded desk blocking fire escape**
- **Phone/computer wall jack needs secured to wall**
- **Natural gas fireplace shut off key blocked by chair**
- **Electronic door lock not working**
- **Bio-waste container lid broken**
- **Platform safety chain need mid-rail change installed**
- **Sandbag left of floor in front of north door**
- **Emergency phone needs signage stating phone is for emergencies**
- **Emergency lights not working**
- **Smoke detectors covered**
- **Eyewash stations needs flushed monthly**
- **Patio roof rotting on west side**

Injury Review: Eight this month

Description	Findings	Recommendations
An individual was cutting bell peppers and while holding the pepper with their left hand, cut / nicked the top of their left thumb with the cutting knife. They said they were in a hurry and was not paying attention to what they were doing.	<ul style="list-style-type: none"> • <i>Employee not paying attention while cutting bell peppers</i> • <i>No PPE/chain mesh glove worn on hand holding produce</i> • <i>In a hurry</i> • <i>No medical attention required. Band-Aid only</i> 	<ul style="list-style-type: none"> • <i>Require employees to wear chain mesh glove on hand holding produce when cutting</i> • <i>Slow down and pay more attention</i>
An individual was removing plastic "Saran" stretch wrap that was covering a pot of hot pasta and burned three fingers on the steam. They said they ran cool running water over the burn area and continued working. No medical treatment required.	<ul style="list-style-type: none"> • <i>An Individual removing plastic stretch wrap that was covering a hot cooking pot of pasta with left hand.</i> • <i>Trapped steam escaping from pot causing mild burns to three fingers on left hand</i> 	<ul style="list-style-type: none"> • <i>Used cooking tongs first to lift/tear plastic stretch wrap covering pot, releasing trapped steam</i> • <i>Use caution around hot surfaces</i>
An individual was cutting a piece of 1-inch square tubing on the electrical power circular blade miter saw designed for cutting metal, when a piece of metal shaving bounced off their forehead hitting the inside of their safety glasses left lens, landing in their left eye.	<ul style="list-style-type: none"> • <i>Using a 10" metal cutting circular blade miter saw</i> • <i>Wearing safety glasses with side shields</i> 	<ul style="list-style-type: none"> • <i>Wearing safety goggles that fit snug against the skin when operating this saw.</i>

<p>Employee used and eyewash to flushed the metal shaving out of their eye but felt there was still a piece in their eye or possible under the eyelid. The individual went to the doctor and was unable to find any debris in their eye; the doctor said their cornea may have been scratched.</p>	<ul style="list-style-type: none"> • <i>Metal shaving/particle bounced off forehead hitting inside safety glass lens, then into eye.</i> 	
<p>An individual was setting up a microphone stand for a jazz concert and cut/scraped the web portion of their left hand while twisting knurled lock nuts on the stand. Medical attention sought at the emergency room where the cut was cleaned and a Band-Aid applied. No stitches.</p>	<ul style="list-style-type: none"> • <i>Microphone holder is made of cast aluminum, threaded onto an aluminum extension shaft, secured by two round knurled lock nuts.</i> • <i>Two round knurled lock nuts show no sharp edges to cause a cut</i> • <i>Small protruding tip on top of the threaded microphone joint base, possible cause of cut</i> 	<ul style="list-style-type: none"> • <i>Wear gloves when assembling or disassembling microphone stand</i> • <i>Remove protruding tip</i>
<p>An individual was walking up the sidewalk closest to the north side of Maple Hall and about half way up to the north door entrance, they stepped off the sidewalk's north edge rolling their left ankle, falling down to their knees and partly landing in one of the bushes along the sidewalk. They said it was very dark and hard to see.</p>	<ul style="list-style-type: none"> • <i>Employee stepped off left side of sidewalk's edge</i> • <i>Fractured left ankle</i> • <i>Poor lighting to illuminate sidewalk</i> • <i>Plants blocking light from north pole/globe light, casting shadows on walkway</i> • <i>Plant bed lower than sidewalk by an inch or so.</i> • <i>Individual is familiar with sidewalk from daily use during nighttime shift</i> • <i>Employee in a hurry</i> 	<ul style="list-style-type: none"> • <i>Installed lighting on north exterior of Maple Hall above walkway</i> • <i>Add bark mulch to planter</i> • <i>Trim bushes</i>
<p>An individual was accessing the map drawer cabinet and as they were raising their hand up to place a piece of paper on top of the cabinet, they brushed their right index finger against the sharp corner of a piece of Plexiglass sitting on top of the cabinet causing a small cut. First aid / Band-Aid treatment only.</p>	<ul style="list-style-type: none"> • <i>Employee brushed their finger against the sharp corner of the plexiglass causing a minor cut.</i> • <i>15"x19"x 1/8" thick clear plexiglass with sharp edges and pointy corners.</i> • <i>Plexiglass corner hanging over the top edge of cabinet.</i> 	<ul style="list-style-type: none"> • <i>Sand edges and corner of plexiglass to remove sharpness.</i> • <i>Wear archive gloves when handling the plexiglass</i> • <i>Place plexiglass on cabinet top so corners do not hang over edge.</i>
<p>An individual was walking into Maple Hall and tripped on a sand bag that was left lying on the floor, directly in front of the door. The employee fell to the floor on their hands and knees injuring their lower back, arms, hands and split lip from the fall. Medical treatment sought at the ER the following morning. The individual is currently off work.</p>	<ul style="list-style-type: none"> • <i>Employee tripped over a small sandbag left in the middle of the north entrance hallway of Maple Hall</i> • <i>Injuries to individuals lower back, knees, hands, arms and mouth</i> • <i>Employee was a new hire and only worked 3 hours before injury</i> • <i>Entrance to hall is dark due to lights being off and it being night time</i> • <i>Sandbag not stored correctly</i> 	<ul style="list-style-type: none"> • <i>Do not leave sandbag on floor in front of walkway</i> • <i>Do not use sandbags to prop doors open</i> • <i>Install "kick down" doorstop on bottom of doors to hold doors open for air circulation</i> • <i>Doorstops install on May 4th</i>
<p>An individual slipped on the tile floor due to wet shoes injuring their wrist, hip, and ankle. When asked if they went to the doctor they said they had and was diagnosed with a very mild sprain and is doing fine. They said they were wearing converse during the time of the slip but since then has purchase non-slip shoes.</p>	<ul style="list-style-type: none"> • <i>Dish room has non-slip floor mats in front of the rinsing sinks and walkways</i> • <i>Water/splashes on floor mats and on tile floor besides the floor mats</i> • <i>Individual walked through water and slipped on tile floor outside dish room while rounding a corner to the left</i> • <i>Individual wearing "Converse" type shoes with rubber soles</i> • <i>Medical attention sought for mild sprain and bruising to left wrist, hip, and ankle</i> 	<ul style="list-style-type: none"> • <i>Use caution while walking on tile flooring with wet shoes</i> • <i>Wear shoes with non-slip soles.</i>

Conservation Committee Update: Nick

- Electricity usage for January was down \$6000 compared to last year's numbers
- Rate change of water going up, will result in less watering of grounds during summer months to conserve
- ITC remodel 50% plans coming out and OMD 100% plans coming out

Round Table:

- Dead tree found behind Admin Building needs to be removed
- Nick Edmonton will be putting on a Lock Out Tag Out training for Facility Services

Next Meeting: June 18th, 2019, 2pm, Hamersly 205

Meeting adjourned at 14:58 hrs.