

Workplace Safety Committee: Richard A. Pomager, Jr., Director of Public Safety (Chair)
Meeting Minutes: May 10, 2005

The May meeting of the Workplace Safety Committee was held on May 10, 2005, at 1000 hrs in Redington Hall. This meeting included additional members from Student Affairs, the science departments, Cocciardi Associates and athletics. The following members attended:

Rich Pomager	Bill Burge	Janice Rupp
Jim Devers	Steve Fisk	Rick Noel
Tony Laboranti	Jim Gaffney	Hugh Sentivan
Pat Donohue	Todd Parry	Tom Yablonski
Ray Gaylets	Anitra Yusinski	Matt Pivrotto
Jim Loven	Renee Curtis	Rich Trygar
Rocco DiPietro		

The following committee members were unable to attend the meeting:

Diana Trygar	Helen Helbing	Elsa Nelson
Tom Conigliaro	Kathleen Dwyer	David Marx
Bill Hurst		

Old Business:

Committee Membership: Rich Pomager reminded the membership that this meeting is an expanded meeting including former members of the University Safety Board. Introductions were made to introduce new participants. The expanded membership will meet semi-annually. The expanded members are welcome to participate in the regular monthly meetings, which take place every second Tuesday of the month.

Railings behind the Estate: Jim Devers reported that work is delayed until the contractor acquires the stone pieces for the steps. Repairs will begin immediately after the stones steps are on hand.

Byron Center Basketball Hoops: Jim Gaffney reported that the backboards reconfiguration is complete and that the safety issue with the raising of the blackboards is corrected.

Accident Investigation Training: Rich Pomager reported that accident investigation training will be scheduled this month. Training will be provided to physical plant and public safety leaders.

Environmental Health and Safety Budget: Rich Pomager suggested that the committee delay discussion on remediation of hazardous materials by trained in-house employees based on the reductions in the EHS Budget. The budget reduction would cut the current contract with Cocciardi, requiring the University to clean up avian waste, minor asbestos and other clean-ups performed by Cocciardi. Rich stated that he and Jim Devers are reviewing programs to look for cost savings in various areas that may help to maintain the contract. The committee agreed to wait for further information.

St. Paul's Traveler's Insurance: Rich Pomager reported that St. Paul's representatives submitted a report of their observations during their visit to campus on 12 April. The review of University procedures and practices did not identify any deficiencies. Several observations were made to improve our safety programs. Observations of propping open fire doors and stacking items near exit doors are being corrected. Other observations require considerable funding and can not be accomplished unless budget approval is obtained. Examples include providing sprinkler coverage in attic spaces and expanding sprinkler coverage to Alumni Hall. A meeting to prepare a response to the report is set for Wednesday with Marty Langan and Jim Devers. Pat Donohue was asked to remind residence life staff to check doors to reduce the incidence of blocking doors open in residence halls. Jim Devers mentioned that his staff is constantly removing wood and rubber blocks from emergency doors propped open.

Survey of Fire Extinguishers: Jim Devers reported that the survey of fire extinguishers continues. Jim stated that once all fire extinguishers were documented, their placement would be matched against NFPA

standards. Jim felt that some extinguishers may have been placed based on individual recommendations and not NFPA code. Maintenance of fire extinguishers is an expensive annual cost.

Lift Training: Rich reported that Elsa Nelson scheduled lift training for 11 May, in 228 Brennan at 1415 and 1515 hrs.

AED for Retreat Center: Rich stated that an AED was procured for the Retreat Center and should be installed by the end of next week.

Annual Update Training: All annual training will be scheduled this month.

New Business:

Report from Molecular Biology: Renee Curtis stated she is comfortable with the safety procedures to include the status of equipment in IMBM.

Report from Chemistry: Rick Trygar stated that the current graduate assistant efforts have really helped to maintain safety equipment in proper order. Rick stated that a problem exists in Loyola 300. A student broke her ankle when she stepped away from the desk. The room is tiered and the distance between the bottom step and the floor exceeds the normal step height. The student stepped, forgetting the distance, and twisted her ankle. Rick added that this is not the first time someone has been injured stepping down. Jim Devers stated that he would have the step checked and report back.

Accident Investigation: Rick's comment initiated discussion on procedures for accident investigation. Rick Noel asked if all accidents are investigated. Rich reported that all accidents reported to public safety are investigated; however, not all accidents are reported. Additionally, the reporting process for employee injuries and student injuries occur through different channels. Accidents reports for students are sent to Student Affairs for review and filing. Employee accident reports are sent to Human Resources. Jim Loven suggested that faculty and staff members may not understand the importance of reporting minor accidents. Discussion resulted in the following actions; review current procedures to ensure appropriate steps are taken in the investigation of accidents, review the collection of potential evidence relating to an accident and document relevant factors, review procedures for retaining evidence, and prepare an advisory letter for faculty and staff detailing responsibilities for reporting prior to the start of the fall semester. Public Safety will conduct the reviews and report back to the committee.

Accidents/Injuries: Steve Fisk reviewed one incident of injury or accident:

- A Physical Plant employee suffered a chemical burn to his eye while using a solvent.

The next Workplace Safety Committee meeting will be held on **Tuesday, June 13, 2005 at 10:00 am in the Parking Pavilion Conference Room.**