

## **MINUTES**

### **Safety Management Sub-Committee Meeting**

January 17, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

#### **Attendees:**

Bruce Johnston, Tim Kirsch, Richard Mills, Erik Stein, Laura Todd, Charles Shirk, Mike Schilinski, Addie Muti

#### **Minutes Review**

Minutes from December meeting were reviewed and approved with no changes.

#### **Incident Review**

There was one employee incident in December. A facilities employee was doing multiple tasks involving lifting, pushing, pulling and crawling around on floor. The next morning was very sore and had pain when bending left knee and walking and moving around. No medical.

#### **Inclement Weather Guidelines**

Addie updated the group that there were some final edits to the guidelines and they are ready for Business Operations and Legal to review for approval. This is not an official policy and will be used by certain internal groups. It is also recommended that the guidelines be attached to any contracts for outside groups that will be using our outdoor facilities.

#### **Blood Borne Pathogens – Policy Review**

Tim had sent out the policy to all members to review prior to the meeting and bring any comments/suggestions. Addie suggested that the references to the coaches handling anything be removed or replaced by Athletic Trainers. Hepatitis B vaccinations are offered to any employees who may come into contact with these. If they are declining the vaccination, they must sign a waiver form declining the vaccination. Make sure the word “pathogens” is consistent throughout document. Include “Universal Precautions” in the title of the policy so people know they are included. How is compliance monitored? – hazard surveillance inspections; waste disposal pick-up receipts; record of departments/employees being trained. Tim will send out reminders to the following departments that this training should be conducted annually: Student Health, Public Safety, Athletics, Facilities, Labs, and Nursing. Policy will be noted with a revision date once changes are made.

#### **Lighting Improvements – ISC Dome**

During the dome restoration / re-inflation, a logo was approved to be installed over the translucent area of the dome – which will cover nearly the entire skylight. Concerns regarding the amount of light on the playing/sports field were raised. Additional lighting was approved and has been installed around the perimeter of the playing field. The design engineer was validating lighting levels to confirm that the installation met expectations and that conditions are safe.

#### **Monthly Safety Tip**

January’s tip has already gone out. Tim was asking for topic ideas and volunteers. Public Relations will be putting out information regarding the flu outbreaks. It was agreed that an AED refresher/location reminder will be next month’s topic. Bruce Johnston agreed to put together and will bring final copy to next meeting. Addie also told us that the Wellness Committee will be offering non-certified training for AED/SPR – this can be referenced in the safety tip. Bring ideas for March to the next meeting.

**Miscellaneous Items**

Charles brought up the fact that the driveway down into the Holiday Inn must be maintained well for ice/snow removal. It is quite steep and can cause problems when pulling in. Also must watch carefully for melting snow.

**Next Meeting:**

The committee's next meeting will be Thursday, February 21, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference. Tim mentioned that Fred from Henderson Brothers will be attending this meeting, if possible.

## **MINUTES**

### **Safety Management Sub-Committee Meeting**

February 21, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

#### **Attendees:**

Tim Kirsch, Erik Stein, Laura Todd, Charles Shirk, Mike Schilinski, Addie Muti,  
Fred Sampson – Henderson Brothers

#### **Minutes Review**

Minutes from January meeting were reviewed and approved with no changes by majority vote.

#### **Incident Review**

There were 7 employee incidents reviewed from January:

- Employee slipped and fell on ice while walking around vehicle in the Barry Center parking lot – hit head on bumper of car.
- Employee reported having a sore/stiff neck at end of shift after running a snow machine all day – while completing snow removal.
- Employee was walking on sidewalk in front of Jefferson Center and slipped/fell on ice.
- Employee was walking down the sidewalk along Massey Way going toward Patrick Henry and slipped and fell on ice. It was reported that there was ice on the sidewalk that had not yet been salted.
- Employee slipped on a black floor mat inside Alumni House. Employee reported the rug/mat slid beneath foot and that the tile flooring is a slippery surface. Facilities advised that the flooring may be changed as part of planned renovations of the space.
- Employee slipped and fell at bottom of driveway (outside rear door) at John Jay Center. The area was reported as snow covered and icy.
- Employee was attempting to throw trash into dumpster and could not reach to hold lid up and throw trash in – strained shoulder trying to do this.

There was extended discussion regarding the number of incidents related to snow/ice and the slippery conditions. Discussion included the current plan that is executed to complete snow removal. Are there other considerations and/or how do similar institutions manage snow removal. One consideration (offered by Henderson Brothers) may be to keep a record of areas that snow removal/treatment has been completed. Henderson Brothers to reach out to other institutions.

A review of Calendar Year 2012 incidents was also completed. Laura distributed some graphs that illustrate 2012 incident data by total incidents, incident cause, injury classification, and department. The performance for 2012 was a very positive. No significant trend was noted for action.

#### **Policy Review - Incident Investigation & Reporting**

The subject policy was distributed to all committee members for review prior to the meeting – with the intent of discussing comments/suggestions. There was a question related to whether Holiday Inn should be added to policy as a separate location but Charlie stated that all incidents there (related to guests & Holiday Inn employees) go through Prospera, the management company. In addition, this facility can fall within the Moon Campus – similar to Braddock and the Facilities Service Center. No changes to the policy were suggested.

## **Monthly Safety Tip**

Not discussed this month.

## **Recent Campus Incidents**

### **Power Outage that closed campus (2/11/13):**

Tim stated that there were lines down at 3 locations on campus – as a result of high winds. The Incident Command Team assessed the conditions and status with respect to the utility provider's (Duquesne Light's) estimate of when power would be restored. The decision to cancel classes was made. A basketball game was scheduled later that day and a final decision would be held until later – based on progress to restore power. Power was restored around 4:00 p.m., so the game was held as scheduled.

### **Flooding in Lexington Hall (2/11/13):**

A domestic water line located behind the drywall wall & ceiling had separated/shear – resulting in significant water damage to at least 3 apartment suites (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floor). There was some discussion on who is responsible for dorm room contents. Students were temporarily relocated to other student housing. A restoration company was on scene the night of incident to mitigate damage. A second contractor is completing repairs to the damaged areas. Not covered under our liability policy. Do we need to make sure students are aware that they may need Renter's Insurance or to check and see if they would be covered under their parent's Homeowner's policy?

## **Campus Lighting**

There have been concerns raised from some students/parents regarding the lighting between Wheatley Center and the walk to the gazebo. Tim has an outside vendor conducting a study along the noted path to confirm if adequate lighting is provided.

## **Next Meeting:**

The committee's next meeting will be Thursday, March 21, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.

## **MINUTES**

### **Safety Management Sub-Committee Meeting**

March 21, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

#### **Attendees:**

Tim Kirsch, Erik Stein, Laura Todd, Mike Schilinski, Addie Muti, Dave Hanson, Richard Mills

#### **Minutes Review**

Minutes from February meeting were reviewed and approved with no changes by majority vote.

#### **Incident Review**

There were 6 employee incidents reviewed from February:

- Student employee was working in Sewall arena and while pushing a heavy cart with some other student workers, the cart ran over the toe on his foot.
- Employee was walking into work, stepped off the sidewalk and onto the grass to let students pass by. Person slipped on wet grass - lost balance and fell on left side, left leg bent & made 'popping' sound. Went to ER, x-rays negative, also did MRI. Needs follow-up with doctor.
- Employee was conducting basketball practice when one student wearing training glasses ran into coach and cut his upper lip with the glasses. Received sutures.
- Employee was walking to another building and slipped and fell on icy sidewalk outside of revere center. There was freezing rain coming down. Landed on left hip/thigh and strained left shoulder/arm/hand breaking the fall.
- Employee slipped and fell in the Sewall center parking lot getting out of a vehicle. There was freezing rain coming down and very icy conditions.
- Employee was walking into side entrance of Holiday Inn for a meeting and slipped but did not fall on the wet floor. Sign was off to the side and could not be seen. Rug is not in place to be stepped on when you first walk in.

There were also discussions regarding three incidents that happened during the Tuesday night basketball game. One person had an asthma attack, one tripped over a wire cover and fell, and one fell when a table she was stepping on broke while storming the court.

There was also some follow-up discussion related to the flooding incident in Lexington Hall. Students returned to apartments, but some discussion regarding occupant/student personal items that were damaged. A suggestion or question was raised on students having renter's insurance. Eric S. to take back to Residence Life and consider follow-up with Business Operations to see if this is an opportunity that should be pursued.

#### **Policy Review – Golf Cart & Service Vehicle Policy**

The team reviewed the subject policy and offered some thoughts / suggestions:

- Dave noted that maintaining the “Safety Rules” in the cart can be a challenge. Is this necessary if the personnel have reviewed and are familiar with safe use practices & procedures.
- Laura noted that the policy refers to an attachment related to use of hand signals – the document was not attached.
- Tim provided copy of policy to Randy Mink and his team for review. Randy advised that he had no changes, but will review the inventory to ensure that it is current.

- Tim noted a few grammatical changes and advised he will issue to Facility Services and Business Operations for their review/comments. He also suggested noting in the policy departments who are current users. The list was discussed during the meeting.
- Following final edits, the policy will be distributed to the applicable departments. The distribution will include a request to the departments to review their training records and provide such documentation to RMU Public Safety.

### **Monthly Safety Tip**

Tim had a tip ready for reminding everyone of the proper procedures for Incident Investigation & Reporting with links to the policy and form. All attendees read and approved the tip which was sent out after the meeting.

### **Campus Lighting**

Tim reported that the study to assess the lighting levels (walk from SCIS to Gazebo/shuttle stop) was completed and this area of concern met and in some areas significantly exceeded the (Illumination Engineering Society of North America) recommendations. It was noted that lights have been added to areas on campus where deficiencies have been identified. The Loop Road below the stadium was an area mentioned as not having lights. Eric noted that there are designated sidewalks with lighting from the residence halls to the front of campus.

### **Next Meeting:**

The committee's next meeting will be Thursday, April 18, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.

## **MINUTES**

### **Safety Management Sub-Committee Meeting**

April 18, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

#### **Attendees:**

Laura Todd, Richard Mills, Addie Muti, Dave Hanson, Erik Stein

#### **Minutes Review**

Minutes from March meeting were reviewed and approved with no changes by majority vote.

#### **Incident Review**

There were 4 employee incidents reviewed from March:

- An employee was loading the golf ball bin when the hydraulic arm on the bin failed and came down, knocking employee forward. He fell and hit his mouth on a metal bar and broke a crown on his tooth.
- Employee was walking into Patrick Henry and tripped and fell near the radio station. No conditions or situation contributed to the fall.
- While crossing the basketball court in Sewall Arena at the end of the Kentucky game, employee was broadsided by student running across the court, injuring his left shoulder.
- Employee was moving a basketball hoop with 2 other employees when he felt a sharp pain and burning in left shoulder. Did not seek medical treatment until 3 days later.

#### **Policy Review – Fire Procedures Policy**

The team reviewed the subject policy and found it to be complete with no changes or additions necessary – reviewed and approved as is.

#### **Monthly Safety Tip**

Addie had previously volunteered to do the safety tip for this month. She provided us copies of the tip on “Green” spring cleaning ideas. We all read, discussed, and approved this topic for the safety tip for this month.

#### **Next Meeting:**

The committee’s next meeting will be Thursday, May 16, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.

## **MINUTES**

### **Safety Management Sub-Committee Meeting**

May 30, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

#### **Attendees:**

Laura Todd, Richard Mills, Erik Stein, Mike Schilinski, Tim Kirsch

#### **Minutes Review**

Minutes from April meeting were reviewed and approved with no changes by majority vote.

#### **Incident Review**

There were no employee incidents from April.

#### **Policy Review – Fire Procedures Policy**

There was discussion regarding whether we need to have designated meeting locations outside of the buildings for each building/department. During the discussion, it was deemed that the only way this would work effectively was if each building/department had a location to meet, there was someone in charge of the employee roster for the department, and they also knew who was in or out at all times of the day. This would not be practical in our campus situation. People are often working and in meetings anywhere on campus. It would be a full time job in each department just to keep track of where everyone was at any given time. Therefore, there will not be any designated meeting locations added to the evacuation procedures.

The team reviewed the subject policy and found it to be complete with no changes or additions necessary – reviewed and approved as is.

#### **Office Safety Video – Quiz Questions**

Tim passed out the questions that Andrea had come up with. Dave Hanson had provided some questions to Tim via e-mail prior to the meeting. Mike provided a list of questions he had come up with. There was discussion of the questions. They all seemed reasonable, Andrea's were more multiple choice – Mike's were fill in the blank. Richard thought we should offer an incentive for completing the training and resulting quiz. We discussed how for the Fire Safety Training, the first 100 employees who completed that video and accompanying quiz received a home fire extinguisher.

#### **Monthly Safety Tip**

Tim volunteered to do the safety tip for June. He wants to do it on summer safety, including how to avoid heat stress – everyone agreed. Erik will do the safety tip for July and bring it to the June meeting. There was discussion of ideas for a topic. We came up with Chemical Safety – safely using chemicals at work and in the home. Erik will also be bringing Elizabeth Holt to the next meeting with him. She will be his replacement as he is leaving the University in July.

#### **Next Meeting:**

The committee's next meeting will be Thursday, June 20, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.

## **MINUTES**

### **Safety Management Sub-Committee Meeting:**

June 20, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

#### **Attendees:**

Laura Todd, Richard Mills, Erik Stein, Elizabeth Holt, Mike Schilinski, Tim Kirsch, Addie Muti.

Elizabeth Holt was introduced as a new member, who will represent Residence Life. Eric announced he will be leaving the committee and university to pursue other opportunities.

#### **Minutes Review:**

Minutes from May meeting were reviewed and approved with no changes by majority vote.

#### **Lightning Guidelines Update:**

Addie distributed a copy of the “Lightning Safety & Severe Weather Guidelines” and the comments she received from RMU legal counsel (Sid Zonn) who reviewed the document. The committee discussed the guidelines and comments. Addie will incorporate the changes/updates including; grammatical/format, reference to responsible person/party, and equipment availability. Final edits to be brought to the July meeting.

#### **Incident Review:**

There were two employee incidents from May:

- Student worker in CFS strained knee from extended activity that day.
- Employee was throwing trash into dumpster and heard a “popping” in left shoulder.

There was some discussion of the dumpster incident. Tim advised that our waste vendor brought a couple of the dumpster’s that are also equipped with a side door, which may make it easier for Facilities personnel to load waste into the dumpster. The units will be trialed and determine if consider changing/converting the other remaining units.

#### **Policy Review – Contractor’s Safety Handbook:**

The team had some general discussion regarding the subject policy, which the members indicated looked good. There was discussion to the technical nature or information, which the members felt they may not be qualified to provide specific comments. There was some discussion regarding the impact and procedures dealing with “protecting minors”. Tim advised that Facilities is addressing this issue within the contracts/purchasing agreements. Tim asked everyone to complete a final review of the policy with focus or considering how their area may be impacted by construction / contractor work and bring comments to the next meeting.

### **Monthly Safety Tip:**

Erik had pulled some information on storage / storage area safety, which he will summarize and put into a final draft format for the July tip. Erik also had information on chemical safety. Elizabeth volunteered to prepare the safety tip for August.

### **Committee Review:**

There was discussion of goals or performance measures for safety management. We currently review the incident data each month, but the question was as to – what “proactive” measures can/should we consider. No specific measures or decision was made, but a few thoughts were provided including:

- A measure of safety training.
- Assessment/data related to the Hazard Surveillance Inspection process. Do we consider when the inspections are scheduled to capture peak use and potential risk?
- The policy review during monthly meetings has been a good addition – is there a measure relative to policies?

### **Next Meeting:**

The committee’s next meeting will be Thursday, July 18, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.

## **MINUTES**

### **Safety Management Sub-Committee Meeting:**

July 25, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

#### **Attendees:**

Laura Todd, Erik Stein, Desmond McCoy, Tim Kirsch, Addie Muti. Dave Hanson - participated via conference call.

Desmond McCoy was introduced as a new member, who will represent Residence Life. Eric will be staying at the university one more year.

#### **Minutes Review:**

Minutes from June meeting were reviewed and approved with no changes by majority vote.

#### **Incident Review:**

There were two employee incidents from June:

- Employee was hit in the head while moving equipment/tables – required sutures. The incident report/follow up suggested proper loading or balancing of material and recognition of when assistance may be needed.
- Employee was cleaning the mini golf with leaf blower and touched leg with blower causing a burn on the right calf. Discussion included consideration of training or personal protective equipment. Recommendation that as a minimum – safety glasses be worn during this work activity.

There was discussion of the calendar year-to-date review provided. A review of the data and trending analysis (from a more global perspective) resulted in no immediate recommendations or corrective action.

#### **Policy Review – Contractor’s Safety Handbook:**

The team had some general discussion regarding the subject policy, which the members indicated looked good. Tim mentioned that he has considered adding a section on construction site fencing. There was some discussion on tool/site clean-up and whether sexual harassment policy should be given to all contractors. Dave mentioned that there are issues at the Island Sports Center with the scheduling of construction issues and not being notified in advance when they may have public events going on. Addie mentioned that there should be signage mentioned in addition to the fencing to show people routes to follow during construction.

#### **Lightning Guidelines Update:**

Addie distributed a copy of the “Lightning Safety & Severe Weather Guidelines” with the final edits completed. Becky/Dave will tell Neal and Renee that they want this attached to all rental contracts.

### **Monthly Safety Tip:**

Erik had pulled some information on storage / storage area safety, which he will summarize and put into a final draft format for the July tip. Erik also had information on chemical safety. Desmond will prepare the Chemical Safety information for the August safety tip.

### **Committee Review:**

There was more discussion of goals or performance measures for safety management. The following items were identified as performance measures for the committee:

- Assessment/data related to the Hazard Surveillance Inspection process.
- Incident review and data tracking
- Safety training – office safety video will be going out soon

### **Committee Membership:**

There was discussion of the committee membership and the balance of management/staff. The group came to the consensus that the committee is big enough and the only area that may need more representation is Student Life. Tim will follow-up with Maureen Keefer to see if she would like to join the committee.

### **Next Meeting:**

The committee's next meeting will be Thursday, August 15, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.

## **MINUTES**

### **Safety Management Sub-Committee Meeting:**

August 15, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

### **Attendees:**

Dave Hanson, Tim Kirsch, Richard Mills, Addie Muti, Laura Todd, Maureen Keefer, Olivia Lampenfeld

### **Introductions:**

Maureen Keefer was introduced as a new member who will represent Student Life. Olivia Lampenfeld was introduced as a new member who is the new Safety Specialist.

### **Minutes Review:**

Minutes from July meeting were reviewed and approved with no changes by majority vote.

### **Incident Review:**

There was one (1) employee incidents from July:

- Employee was walking by the Gazebo on the sidewalk and fell face down scraping nose/chin/arm/hand – later that evening, had pain in arm/shoulder/knee worsened and had excessive bruising – following up with doctor to be sure nothing is broken.

### **Policy Review – Forklifts and Tow Motors:**

There was discussion regarding equipment inspections (including documentation) and the process to be followed in the event that issues are identified with a forklift. It was suggested to add a section in the policy (tag out) addressing procedures for an out-of-service forklift. There was also discussion regarding the requirements for the inspections/documentation, recordkeeping, and if this was an OSHA requirement. Safety will review the regulations.

It was noted that Tom Cassidy and Don Smith are certified as trainers for operation, but new employees/operators have been provided by a third party.

It was noted that a forklift is present/use at the Moon Campus and ISC. There was a question related to use of a Zamboni and if this equipment falls under a similar policy/regulation – and if one needed. There does not appear to be an OSHA standard. Dave H. advised his personnel are trained and follow standard procedures in the operation/use of the Zamboni's. Based on the discussion of how the Zamboni's are used/maintained, the committee agreed that a new policy was not necessary.

Olivia will make some revisions/updates to the checklist and policy and subsequently distribute to the group for final review.

### **Lightning Guidelines Update:**

Final revisions have been made and it was sent to Dave Hanson/Becky Diana/Armand Buzzelli to use as appropriate.

### **Monthly Safety Tip:**

Desmond was not in attendance but had sent the Chemical Safety information for the August safety tip. Tim will add some more depth to the information provided and send out for August. Addie will do the tip for September.

### **Committee Goals/Performance Measures:**

There was more discussion of goals or performance measures for safety management. The following items were identified as performance measures for the committee:

- Assessment/data related to the Hazard Surveillance Inspection process.
- Incident review and data tracking
- Safety training – office safety video will be going out soon

Addie mentioned that Highmark provides much support to the Wellness Committee. Maybe there is a similar opportunity for third party assistance to the Safety Committee. Tim mentioned that Traveler's does plan to participate in our committee meetings quarterly and in some hazard inspections.

Olivia will check into comparatives from the industry for trends and performance measures.

### **General Construction Safety Updates**

Yorktown Hall – Pool is being taken out and a fitness center put in its' place. Security improvements are being addressed. A café is being put in. The bar has been closed off and the dining room will serve as a temporary café. All contractors are being required to have ID badges. All students are greatly encouraged to use the shuttles to get back and forth to campus. The shuttle service has been enhanced but is only permitted to stop at designated stops.

Nursing School – site preparation work is being completed. All dirt movement will be concluded by the time classes start.

Loop road completion is not yet approved.

CFL parking lots are expected be completed before move-in.

### **Information Sharing**

#### **Protection of Minors Policy**

Dave brought up that there was an issue with the locker rooms at ISC. The doors can be locked from the inside. This would enable a predator to lock themselves in with a minor. On the flip side, if a shooter entered the facility, this could also provide a safe room for people to get in and lock the door. Since the first is a more likely incident, the doors will be changed so they cannot be locked from the inside.

There was some discussion of who at ISC would need clearances, what risk factors were indicated. Human Resources will attend the USA Hockey presentation regarding this issue. Need to train coaches who have clearances on what to do.

Policy is not yet finalized and rolled out to everyone.

#### **Next Meeting:**

The committee's next meeting will be Thursday, September 19, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.

## **MINUTES**

### **Safety Management Sub-Committee Meeting:**

September 19, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

### **Attendees:**

Dave Hanson, Mike Schilinski, Tim Kirsch, Richard Mills, Desmond McCoy, Laura Todd, Maureen Keefer, Olivia Lampenfeld, Fred Sampson from Henderson Brothers

### **Minutes Review:**

Minutes from August meeting were reviewed and approved with no changes by majority vote.

### **Incident Review:**

There were two (2) employee incidents from August:

- Employee was walking to her car in Massey Parking lot and twisted her ankle.
- Employee was removing a golf ball stuck in the ball dispenser near the putting green and the lever snapped back and hit her right wrist.

### **Site Visit/Report from Travelers**

Travelers will come out for quarterly walk-through inspections and will make recommendation/suggestions as appropriate. They recently participated on the walk-through at Patrick Henry and provided a recommendation for sprinklers based on value/occupancy. Travelers feels RMU is doing a good job with safety issues. Renovations can require updates to a building before occupancy permits will be issued. If code was being violated, they would list what RMU obligations would be. Protection and insurance coverage does not change whether we put recommendations into place or not. The building currently meets code. Facilities Management maintains a comprehensive review of all buildings and the condition of individual systems within. RMU Facilities will provide a response suggesting that this type of improvement has been part of an ongoing during building renovations and similar projects.

Travelers has also reviewed our incident history for trends or opportunities for improvement. The comment provided by Travelers was that most of the incidents were unpreventable and foreseeable events, and there was no specific trending. Their comment was that RMU overachieved on safety issues.

### **Fire Baton Use – Safety Procedures**

RMU is planning on the use of fire batons as part of the performance at the next football game. Several departments were included in a comprehensive review of the procedures (safety procedures) to determine and ensure aspects of training, use, storage, etc... were addressed. Some of the points included: A flammable cabinet was not in the budget for Student Life so they are storing them in Facilities. They will perform on the sidewalk with 4 performers for each home football game. The area will be sprayed with non-flammable material. A fire extinguisher will be on hand with one person in charge of use.

*The cannon has not been seen at either home game so far!*

### **Forklift Policy**

The policy has been finalized with all changes/recommendations and sent for approval signatures. Tag out procedures added. Pre-use inspections must be done but documentation of this is not required – we are leaving this in our policy for now. The Checklist has been simplified – added a section for who tagged out, who completed the fix, and who put back in service.

### **Monthly Safety Tip:**

Addie was to do this month's safety tip but was not in attendance. Laura will follow up with her to see what she had prepared.

### **Policy Review – HAZCOM:**

The OSHA standard has been revised for Global Harmonization. Haz Com refers to the use of chemicals in the workplace. Training must be conducted with all employees who will come in contact with chemicals. Chemical inventory must be maintained. All chemicals must have proper labeling. They have changed the name of Material Safety Data Sheets (MSDS) to Safety Data Sheets (SDS) globally. They will all have 16 sections and be in the same order. Everyone must revise to match new standard by 2016. Labeling will also be the same globally. Will show harmonized work, pictogram, hazard statement, precautionary statement and will all be the same colors – black/white/red with red border. There will be several years overlap with new and old standards. All labels will have ratings of 0-4 but they have reversed the order of what the ratings mean. Training on the new system must be completed by December 2013. The hazard classification is changing to be more specific to what the danger is. Anyone who can come into contact with any chemicals must go through training. Records must be kept for 30 years. Fred saw a video of training that was very useful.

Action - The committee members to complete a review of the policy for the October meeting, when final discussion/review will be completed.

### **Information Sharing**

Zamboni use: There was questions regarding the operation of the Zamboni and if there was an OSHA regulation on use. Olivia confirmed that there are no current OSHA regulations covering Zamboni's. There was also discussion pertaining to air quality. We have electronic on the indoor rinks Zambonis. Other equipment and Zamboni for outdoor rink are gas operated. RMU and the Health Department have conducted air monitoring and exposures are controlled.

Gas Interruption: There was a gas outage last night related to a shallow gas line that was hit during construction earlier today. The gas company was working with RMU to verify the associated gas lines and buildings were OK before placing back into service. Signage was placed on affected buildings and e-mail was sent to all resident students.

### **Next Meeting:**

The committee's next meeting will be Thursday, October 17, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.

## **MINUTES**

### **Safety Management Sub-Committee Meeting:**

October 17, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

### **Attendees:**

Dave Hanson, Bob Gaylik, Tim Kirsch, Addie Muti, Desmond McCoy, Laura Todd, Maureen Keefer, Olivia Lampenfeld

### **Minutes Review:**

Minutes from September meeting were reviewed and approved with no changes by majority vote.

### **Incident Review:**

There were zero “0” employee incidents from September!!

There was an additional incident from August that was reported late:

- While sitting in office chair, employee moved to pick up a blueprint from floor and pinched right forefinger between chair and desk causing immediate bruising & swelling – applied ice for 1 hour then went to MedExpress for x-rays.

### **Policy Review**

#### Forklift Policy

The policy was finalized and distributed to applicable departments – all revisions in place.

#### HAZCOM

Definitions have been added regarding incoming containers. The section on labeling now provides 2 systems/options (current NFPA/HMIS and GHS). Bob Gaylik would like to see standard labeling for all replacement labels. Make labels available for all EST's. Departments must do inventory of chemicals in their areas. Safety Data Sheets (SDS's) will continue to be maintained electronic and hard copy.

### **Safety Tip**

Safety tip going out for October will be Stair Safety. Pedestrian Safety will be covered for November. Olivia will send out to everyone for additions/changes/comments.

### **Basketball Tip-Off – Pyrotronics**

Indoor fireworks/pyrotronics are scheduled for tonight's – “men's basketball tip off”. Safety Officer and Public Safety Chief both attended meeting with vendor to review all safeguards/procedures to be followed. The vendor that has been contracted to execute the show are considered experts in the industry and subsequently, have established safety procedures that they will execute (including; safety of the players, coaches, pedestrians, and facilities). Addie questioned whether the township was notified. It was noted during the meeting that vendor was responsible for obtaining necessary permits – including notification to Moon Emergency Services.

### **Traveler's Quarterly Visit**

A representative from Traveler's Insurance will be visiting the campus on Monday, October 21<sup>st</sup> at 9:00 a.m. The purpose of the visit is to conduct a general safety/risk inspection of two (2) residence halls - Washington and Concord. Erik Stein and Desmond McCoy from Residence Life plan on participating in the visit/inspection, along with Tim Kirsch.

### **Information Sharing**

There was discussion regarding a third party consultant completing indoor air quality sampling in Patrick Henry. This is in response to complaints of odor during rain events and water leaks in the building. Maintenance personnel conducted initial inspections of the space – assessing the area for odors and similar conditions. Water leaks associated with a mechanical room on the floor above the subject area were found and corrected. The temperature in the building was a little on the cool side but still within average temperature range.

The outside vendor – CIH Services did complete an assessment of the area, which included several air quality parameters. They found no problems with the air quality in Patrick Henry. Tim will follow-up with the individual who expressed the concern. The subject area is currently not occupied, as the renovations and personnel moves are in progress.

### **Next Meeting:**

The committee's next meeting will be the annual committee training provided by Fred Samson of Henderson Brothers on Thursday, November 21, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.

## **MINUTES**

### **Safety Management Sub-Committee Meeting:**

November 21, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

### **Attendees:**

Dave Hanson, Mike Schilinski, Bob Gaylik, Tim Kirsch, Richard Mills, Laura Todd, Maureen Keefer, Olivia Lampenfeld, Fred Sampson from Henderson Brothers

### **Actions:**

Fred Sampson from Henderson Brothers conducted the annual committee training.

### **Next Meeting:**

The committee's next meeting will be December 19, 2013 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.

## **MINUTES**

### **Safety Management Sub-Committee Meeting:**

December 19, 2013 – 11:00 p.m. – 12:30 p.m. – Facilities Service Center Conference Room

### **Attendees:**

Bob Gaylik, Tim Kirsch, Addie Muti, Desmond McCoy, Laura Todd, Olivia Lampenfeld, Mike Schilinski, Richard Mills

### **Minutes Review:**

Minutes from October meeting were reviewed and approved with no changes by majority vote. There were not minutes to review from the November meeting as that was the annual safety training.

### **Incident Review:**

There were three incidents from October:

- Employee walking down hallway outside of cafeteria slipped and fell on a greasy substance – no medical issues – no lost time – issue has been investigated – Olivia will be following up with Parkhurst to reiterate the importance of maintaining that area.
- Employee walking into Sewall arena main entrance tripped over metal stripping in doorway that was loose and sticking up – went to MedExpress and ortho – lost one week of work – issue has been investigated and metal stripping has been secured to the floor.
- A boy in a skating program in the ice rink fell and the employee bent over to assist him and strained back – had medical issues but no lost time – issue has been investigated – no corrective action at this time.

There was one incident from November:

- Employee was walking to car when RMU closed early due to the weather conditions and slipped and fell on the icy sidewalk – had medical issues but no lost time. Incident was shared with grounds and area where employee fell will be watched closely during inclement weather.

Since we were discussing weather, we went ahead and discussed snow removal. There was discussion on the plan of attack for the snow removal and how it depends on what day it is, what time of the day it is, and what events are going on at campus. The maintenance personnel take care of the plowing of the roads and using the brush machines on the sidewalks. The EST's take care of the shoveling around the buildings and spots the machines cannot get to. Priorities can change depending on what is going on at campus.

**SIDE NOTE:** Richard mentioned that the back stairwell entrance to Massey Hall is being used for storage and is very tight to get through. This could very well be a fire hazard – Tim and Olivia will look into right away.

### **Library Renovation**

The Library renovation is quite a big project, essentially a two month project that they plan to get done in one month, prior to the students returning on January 13, 2014. There are areas blocked off and detour routes posted. All plans were reviewed with staff in the building. The facilities department is taking all possible measures to minimize the disruption to the staff that still need to work in the building. Tim may need to double check all signage for detours, especially from the upper floors and discuss with the contractors to help direct anyone who wanders into the construction area.

### **Fire in Hale**

Bob Gaylik was the first on the scene and actually discovered the smoke while cleaning in Hale. Once he saw the smoke, he immediately notified Public Safety and then, knowing that there were 2 groups of students working in the building, he proceeded to notify them of the situation. A motor had gone bad in an A/C unit, melting wiring and burning a filter in the unit. Once this happened, the unit shut itself down so the fire was contained to the unit and there was the one classroom that had smoke and soot damage. Tim has reviewed procedures with Bob and they decided that the fire alarm should have been activated to evacuate the building more quickly. Addie wanted to know if anything should be changed in the buildings due to so many of them now having 24/7 occupancy – there was some discussion on this among the group. Desmond wondered if more cameras would be helpful, but we discussed how the cameras are not constantly monitored so this would not be much use in an emergency situation. As buildings are renovated, all are brought up to current fire safety codes. May need to send out a fire safety tip in the near future.

### **Power Outage**

There was a power outage on December 7<sup>th</sup> at 8:00 p.m. due to an accident on University Blvd that took out a pole and affected power in the Stadium, Sewall Center, Washington Hall, and Concord Hall. There were communications out also at the Facilities Service Center and Yorktown. The Area Coordinator on call worked with Public Safety to decide if another building needed to be opened to move the students into and came up with a game plan. By the time they were ready to initiate the plan, the power had been restored so it was not necessary to move anyone.

### **Policy Review**

#### **Fall Prevention & Protection**

This policy was reviewed with only some minimal typographic and content changes. It is approved with these changes. There was also discussion if we need to have a ladder safety policy. It was decided that guidelines would be sufficient and should be separate from this policy. Tim and Olivia will develop these guidelines and make sure all departments that use ladders are aware of the safety guidelines.

### **Safety Tip**

Safety tip of Driving in Winter Weather was passed out and discussed. A few changes will be made and this will be sent out for the December safety tip.

### **Next Meeting:**

The committee's next meeting will be on Thursday, January 16, 2014 from 11:00 a.m. to 12:30 p.m. in the Facilities Service Center conference.