South Central College Safety Committee Minutes

Monday, April 1, 2013

Present: Al Kluever, Nona Neimeier, Christine Myers, Eileen Darling, Eric Weller, Jay Schmit, Lee Sutton, Nancy Sack, Peter Gag, Russ Berndt, Rick Sanders, Bobby Scheidt, Rae Busch

1. Minutes are not yet available from last month’s meeting; Al will send out for approval once they are made available

2. Charter and By-Laws: Motion to approve (Rae) and Second (Nona); approved by voice vote. Al also mentioned that Steve Pottenger is assisting in putting together a Safety Committee webpage, where policies and other documents/notifications can be centrally located and accessed.

3. First Report of Injury: We have had six incidents to date since January 1, 2013. Four were slips/trips/falls; one was a minor hand abrasion due to use of hand tool; one was a bruised hand during a training session at Fire School. The current document is titled “Work Comp Claims.” This will be re-named to “First Report of Injury,” since that accurately reflects the information contained in the document. Not all of the injuries listed will be filed under “Worker Compensation” since very few result in lost time/medical costs.

4. Upcoming Emergency Drills: There will be a Lockdown Drill within the next couple of weeks; Al is also planning another for early in the Fall Semester. A state-wide Tornado Awareness Drill will be held on April 18; SCC will participate in this drill. The first is scheduled for 1:45PM, and the second is scheduled for 6:55PM. Both campuses will participate; it remains to be seen what pans out with the PA system in Faribault, due to the re-construction process taking place on that campus. There will also be a Fire Drill held before the end of the semester.

5. Policy Review: Al informed the committee that three policies (Emergency Action Plan, Exposure Control, and the A.W.A.I.R Program) have been submitted to the Administration team, per the request of the System Office. The Committee reviewed the Respiratory Protection, Personal Protective Equipment, and the Lock-Out/Tag-Out policies.

   a. Respiratory Protection: Discussion regarding the Medical Questionnaire, and who is serving/would be willing to serve as our PLHCP (Physician or other Licensed Health Care Professional) for review of these questionnaires. The hoods used in the Auto Body area do not require a Fit Test, but users DO still need to complete that questionnaire.

   b. LOTO: We do need to complete the Energy Control Steps for each and every piece of equipment on both campuses (one document can serve for multiple pieces of equipment if the controls are the same). Annual review of the procedures is required, per OSHA. One person on each campus should have a bolt-cutter, if a lock ever needs to be removed and the authorized person who placed it is unavailable for some reason. Ag and Auto areas perform LOTO frequently, and train students in proper procedure; it is not advised that we slow that process by notifying Russ or Rick every time it is performed. Al will revise the policy per our discussion and send for further review from the Committee.
6. Hazardous Waste Project Update: (Al, Russ and Rick) MnSCU system office did an audit in October of 2012; we are now in the process of streamlining/standardizing our procedures and getting both campuses on the same page.
   a. All waste streams have been identified
   b. Training for internal personnel is in progress
   c. Al, Russ and Rick will be taking an on-line Train the Trainer course through the State of Minnesota in completing Hazardous Waste Manifests
   d. Al has been working with the local wastewater treatment facility to ensure that they know everything we are releasing into the sewer system; he will also be working with the Faribault WWT on the same issue.

7. MSDS Database: the MnSCU system office has a new software program for housing Material Safety Data Sheets. We have all MSDS from the CIM in this repository; the HVAC area is in progress.

8. Other business:
   a. Question re: lockdown drill, and determining if one is in a “directly involved” or “not directly involved” situation. Al stated that in the ‘real world,’ anyone not able to see a shooter and who believes they can safely escape the building should do so. No designated meeting spot – get in the vehicle and vacate the premises if possible. For a drill, follow the procedures to lock-down in classroom or other area behind locked door.
   b. Nona will send alternate LOTO checklist to Al for consideration: more specific and user-friendly than the one we reviewed.

Meeting adjourned at 12:50 PM.

Respectfully submitted,

Rae Busch (acting recorder in Heidi’s absence)