South Central College Safety Committee Minutes

Monday, September 9, 2013

Present: Al Kluever, Nona Niemeier, Eric Weller, Jim Zwaschka, Bobby Scheidt, Jay Schmitt, Bob Joerg, Lee Sutton, Peter Gag, Lupe Lopez

Absent: Heidi Anderson, Eileen Darling, Christine Myers, Terry Meschke, Lisa Matzke, Heidi Beske, Karen Snorek

The meeting was called to order at 12:00 pm on Monday, September 09, 2013.

1. April minutes were approved
2. We reviewed the First Report of Injury to date. The incidents through 3/31/13 had been listed at the time of our last meeting; all other incidents have occurred since that time. Nona and Eric noted that there are several incidents missing. The title of the document needs to be changed from “Work Comp Claims” to “First Report of Injury,” to more accurately reflect the data tracked on this form.
3. Al reported that he has been working with a Safety Consortium, made up of representatives from the following MnSCU schools: Riverland, MN West, Alex Tech, Ridgewater, and SCC. (Rochester does not currently have a designated Safety Director; Al expects that the Rochester representative will participate in the consortium, once that person has been named.) Currently, they are working on JHAs (Job Hazard Analyses) for jobs/positions/tasks that are the same or similar across colleges. This is saving time, providing for consistency of descriptions, hazards and means of protecting against them, and avoiding a duplication of work. The consortium members also plan to coordinate on safety policies and training modules. Their next meeting will be held on Monday, September 16, 2013, here at SCC.
4. Al has been working with Steve Pottenger to create a Safety Committee web page on our SCC site. Currently, our Charter, By-Laws, and Minutes of past meetings have been posted. Al stated that there are many possibilities for future use, particularly for communication of safety issues.
5. SCC is planning two emergency drills in the near future. There will be a Lockdown drill in September, and a Fire drill in October. Several questions and comments came up during this discussion.
   a. In the case of inclement weather and an evacuation, are we still to walk students over to WisPak? **Yes, that agreement is still in place. Mico will house Administration if needed.**
   b. In A Building, must the overhead doors be closed for both Fire and Lockdown? **Yes, they need to be closed.**
   c. For drills, do we have designated gathering spots for evacuation, or do we just lead our groups 300 feet away from the building? **There are designated evacuation areas, and these are marked on the new emergency map.**
   d. Nona mentioned that it is “best practice” to have a few of the first folks to the doors, hold those doors open to facilitate a quick evacuation process for all others using that egress route.
6. Safety Policies: Al has been working with the wastewater treatment plants in both Mankato and Faribault, to go over any substances that we may be/have been sewer\ing. Our quantities are so low, and the substances sufficiently non-hazardous, that we have been given the OK to continue to sewer these small amounts. We must track those substances and update the list as new substances are purchased or otherwise acquired/used. **Biohazard waste** is still handled in the same manner it has been, and will NOT be sewer\ed, but properly disposed of. The quantity of biohazard waste is not counted in the total amount that determines our “generator” status with MPCA. Toluene has been removed from the Print area and less-hazardous substances have been substituted. The parts washers have also been changed out and tested; the waste from the parts washers has been determined to be non-hazardous.

The LOTO policy is in progress.

The Exposure Control policy has been revised; Al is working with Anade Long-Jacobs on the specifics for offering Hep B vaccinations to all employees who might be affected by an exposure to blood-borne pathogens. Nona mentioned that checking the titre might also be necessary for those who had their series of shots some time ago. Bobby mentioned that we also need to consider adjunct instructors’ need for the vaccination.

7. MSDS Online: MnSCU is providing this service to the colleges. It is in “limbo” right now due to inadequate budget for data entry and support; this is being looked at. MSDS Online not only puts our Safety Data Sheets in a centralized location; it also allows for printing the secondary container labels from the SDS information.

8. Other Topics
   a. GHS training must take place by December 1, 2013; this and RTK will be put out on D2L. This is in progress.
   b. Al will also be giving some presentations on safety to students and to new hires. He is trying to set up a schedule such that new hires will no longer be waiting a year or more for orientation (which can happen dependent upon the time of year during which they were hired).
   c. The CIM labs will be audited next week; Al is teaming up with a representative from Riverland for this audit; Al will then be assisting with the same kind of audit of CIM Labs at Riverland.
   d. Nona mentioned that schools in surrounding areas are reporting cases of TB, and that we may need to be prepared for a possible outbreak in Mankato.
   e. Flu shots will be offered in October.
   f. Bobby asked if we have checked for the presence of mercury: thermostats, thermometers, etc. The facility has been checked, but only for that which might have escaped its container. Al will look into this.
   g. Jay brought up a concern about being able to get hold of Al in an emergency, and having a back-up plan/personnel in place in Al’s absence. Technically, Heidi is Al’s backup, and
Eric has been deputized in the past as well. Al will explore putting a more intentional process in place.

h. Al also mentioned that he is working on a more intentional training schedule, with topics offered each month (depending on the job/task/regulatory requirements).

The meeting was adjourned at 12:58 pm.

Our next meeting will be held on Monday, November 4, 2013.

Respectfully submitted,

Rae Busch (acting recorder in Heidi’s absence)