

**OSHA Safety/Energy Committee Minutes**  
**June 18<sup>th</sup>, 2019**

Present: Nancy Ganson, Allen Risen, Jennifer Willard, Nora Solvedt, Brianna McFadden, Nick Edmiston, and Rhys Finch

Absent: Michael Smith, Susan Griffin, Lindsey Gibson, Adria Henrickson, Mike McGlade, Mark Lilley, Beeb Singson, 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, Jennifer seconded
  - May 21<sup>nd</sup> minutes approved 7-0-0

**Building Inspections: May 2019 – 11 Buildings Inspected**

- **Fire Extinguishers not getting their monthly checks**
- **Ceiling tiles missing and holes in walls need repaired**
- **Fire panel found in trouble batteries changed, unable to reset**
- **Lawn valve box cover broken**
- **Outdoor wall outlet missing rain cover**
- **CFL bulbs found lying on floor**
- **Fire panel blocked by desk**
- **Extension cords need unplugged from walls when not used**
- **Electric fork lift missing safety belts**
- **Eyewash station needs bowl secured to bracket**
- **Emergency fuel shut off switch needs sign attached**
- **Cement steps found broken need replaced**
- **Brick's found sinking where they meet sidewalk causing a trip hazard**
- **Improper disposal of CFL lights**
- **Elevator call box will not activate when button is pressed**
- **Emergency lighting not working**
- **HVAC units missing inside belt guarding**

**Injury Review: Three this month**

Description	Findings	Recommendations
<p>An individual was riding their bike to OMA to unlock the building when they ran into the curbing with their front tire and caused them to flip over their handle bars. The fall caused them to bruise their right hip and they placed an ice pack on it for 15 minutes and went back to work.</p>	<ul style="list-style-type: none"> <li>• <i>Six-inch circular curbing around 17 feet across</i></li> <li>• <i>Employee riding bike at night to unlock building</i></li> <li>• <i>Employee wearing strap on head lamp</i></li> <li>• <i>Employee said lighting is very poor on the south side of OMA</i></li> <li>• <i>Employee was in a hurry</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Slow Down</i></li> <li>• <i>Be aware of surroundings</i></li> <li>• <i>Better outdoor lighting to be added during remodel of building</i></li> </ul>
<p>An individual was attempting to lock the double gate at the stadium. They were able to get the gates together but was unable to get the "drop rod" to secure the two gates together. They stood on the lower gate and shook it in hopes to move the drop rod. The drop rod then slipped down and scraped their middle knuckle.</p>	<ul style="list-style-type: none"> <li>• <i>Damaged/bent gate drop rod, causing it to bind up.</i></li> <li>• <i>Employee taking poor position/posture by grasping left hand around top of center drop rod while standing on lower drop rod latch forcing center drop rod in to the ground hole.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Do not force drop rod with body weight</i></li> <li>• <i>Secure gate with chain and padlock when drop rod/latch is defective</i></li> <li>• <i>Report defective gate to facilities for repairs. Note: Work request submitted 6-11-19</i></li> </ul>

<p>An individual reported a right wrist strain/repetitive motion injury. It was painful enough for the individual to seek medical attention. Their primary physician suggested that they have an assessment completed on their work station and to wear a brace.</p>	<ul style="list-style-type: none"> <li>• <b><i>Standard keyboard without a wrist rest.</i></b></li> <li>• <b><i>Computer monitor too low and advised to raise so the top of the screen is at eyebrow level and adjust accordingly to work with her prescription glasses.</i></b></li> <li>• <b><i>Uses laptop computer for meetings and conferences, and will attach it to office computer to transfer information.</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><i>Try an ergonomic keyboard to see if it helps with wrist positioning and decreasing her pain.</i></b></li> <li>• <b><i>Try using a roller trackball computer mouse to minimize wrist movement.</i></b></li> <li>• <b><i>Use a wrist rest when keyboarding.</i></b></li> <li>• <b><i>Break tasks at the computer approximately every 30 minutes for several minutes to reduce fatigue.</i></b></li> <li>• <b><i>Limit laptop and desktop computer usage when not at work.</i></b></li> <li>• <b><i>Follow physician's directions.</i></b></li> </ul>
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**Conservation Committee Update: Nick**

- N/A

**Round Table:**

- 25- AED's have been purchased by Campus Public Safety and are being installed in most buildings across campus.
- Parking stall lines in Lot F need to be repainted. Will be completed during the summer by Facilities.
- Polk County Fire and the City of Monmouth is in the process of creating individual address for each campus buildings to help 911 Dispatch and emergency responders find locations.
- Need interim-chair for next two meetings while Rhys is out for summer. Allen will fill in.
- Kevin's last meeting with CPS. He has excepted an accounting position with Facilities.

**Next Meeting:** July 16<sup>th</sup>, 2019, 2pm, Hamersly 205

Meeting adjourned at 14:34 hrs.