Safety Committee Meeting Minutes Date 12.17.24

**Present: Joe Krogman, Mike Munford, Pat Daniels**

**Injury Update:** No missed days, lost time or light duty days;

3 injuries reported: unsecured ladder fell on employee, injured left hip; fall on bleachers, individual missed a step; employee mistakenly given COVID vaccine instead of flu shot at vax clinic

**Drills:** 2 fire drills – one campus wide and one in Residence Halls; ALS drills

**Inspections:** Reviewed MNState safety audit with Director of Facilities

Highlights: 1. SMSU programs not updated yearly – ACTION: programs updated

2. High Visibility vests required for those working in and around traffic. Public Safety and Grounds were noted working in or around traffic not wearing hi-vis ANSI rated vests. – ACTION: communicated to area directors who communicated with their staff.

3. Fire Extinguishers not inspected monthly as required – ACTION: communicated and discussed with Director of Physical Plant who will communicate to staff

4. Eye washes in various areas not inspected weekly – ACTION: monthly, not weekly inspections required, this was communicated to facilities and science lab staff who are responsible for checking these.

5. Site specific training not completed in addition to ELM safety training – ACTION: discussed with Director of Facilities, onboarding training from supervisors is considered as additional safety training, other training provided as required, time considerations; notice will be sent out regarding SDS sheet access: SDS online and paper copies.

6. Machine guarding and securing – ACTION: will be addressed as needed by evaluating guards and securing drill presses, etc to floor.

7. First aid kits not updated. - ACTION: will purchase new first aid kits.

**Dave’s report:** See above;Narcan is being added to certain AED cabinets, rollout in January. Dialers in our elevators and fire alarms are in need of being updated.

**Round Robin:**

**Joe: Nothing to Report**

**Mike: Nothing to Report**

**Pat:** HC Residence Hall is being decommissioned and taken off the fire alarm system. Day care dialer is set to go out, ice melt systems have been checked, fire panels being blocked – REC Public Safety room (Tony spoke with athletics.