



**Safety Committee
Meeting Minutes
April 2, 2015
Nokomis Room (3rd floor of COB, H.R. Area)**

Meeting called to order at 1:00 pm.

Members present

Joe Dinnebier, Mike Maskrey, Sandea O'Bryant, Joel Siljendahl, Barry Waters

Members absent

Kevin Brist, Scott Johnson

Guests

No guests

cc: Laura Sengil

Review of Last Month's Minutes

Minutes accepted.

Announcements

- No announcements

Review of recent injuries

There were two injury incidents reported for February. Only one of the injuries, a trip and fall, required medical attention.

Building Tours

The Retirement Services Building was toured in March. Three safety concerns were noted from the tour. The Transportation Building and the Veterans Service Building are scheduled to be toured in April.

Old Business

Water flowing down a hill onto a sidewalk: Joel Siljendahl noticed water flowing down a hill at the Northeast corner of the Freeman Building, near where the new light rail tracks are. The water is flowing onto a sidewalk that is parallel to the tracks. If the water flow is not stopped, it could freeze when the weather becomes cold enough and become a slip and fall hazard. Joe Dinnebier will check into the cause of the water flow and ways to stop it, and provide an update at the November Safety Committee meeting.

February 2014 Update: Joe Dinnebier had scheduled with Met Council to discuss this and other maintenance issues, but the Met Council canceled the meeting. Joe will provide an update after the meeting occurs.

March 2014 Update: The meeting with the Met Council is scheduled for April. An update will be provided after the meeting, at the May Safety Committee meeting.

April 2014 Update: No new news. The meeting with Met Council is still scheduled for April.

June 2014 Update: The meeting was held with the Met Council and Met Council sent an email stating this area was built according to design, indicating that they have no plans to change it. PMD plans to plant trees strategically in the area to assist with controlling the water flow. An update will be provided at the August Safety Committee meeting.

August 2014 Update: Nothing new to report at this meeting. An update will be provided at the September 2014 Safety Committee meeting.

September 2014 Update: The plan is to plant the trees before October 30th. An update will be provided at the October Safety Committee meeting.

November 2014 Update: No update provided at this meeting because the status of this item was not known by meeting time. Sandea will check with groundskeeping staff and provide an update at the December Safety Committee meeting.

December 2014 Update: The plan to plant trees in the area has been changed because the trees that were planned for this location were used for another area. The new plan for controlling the water flow in the area is to modify the area by changing the grade, so that the water will not flow onto the sidewalk. This modification is scheduled for next spring. Until then, sandbags will again be used as needed to control the water flow.

February 2015 Update: Nothing new to report. The plans are the same.

March 2015 Update: Nothing new to report. Plans are still to change the grade in the area to assist with water flow. This is planned for some time in the spring. An update will be provided at the April safety committee meeting.

April 2015 Update: Joe Dinnebier met with the concrete contractor who will be working on the grade to discuss the grade changes. Additionally, there will be some landscaping changes that should help with the water flow issue. The changes are still planned for this spring. An update will be provided by Joe Dinnebier at the next safety committee meeting.

Pedestrian Access to 691 Robert:

June 2014 Update: Met Council does not plan to assist with improving pedestrian access to the 691 Robert Street facility. Admin PMD plans to improve this access by installing a stairway that extends from Parking Lot L to 691 Robert Street facility parking lot. An update on progress will be provided at the August Safety Committee Meeting.

August 2014 Update: Nothing new to report. An update will be provided at the September Safety Committee meeting.

September 2014 Update: Funding has been approved for creating safe pedestrian access to the 691 Robert Street facility. Additionally, safety personnel are recommending that improvements for safe employee access to an electrical

manhole in the area be made part of this project as well. An update will be provided at the October Safety Committee meeting.

November 2014 Update: No update was provided because the status of this project was not known by meeting time. Sandea will check with PMD on the status of this project and provide an updated at the December safety committee meeting.

December 2014: A project initiation form (PIF) has been submitted to begin the process of installing the pedestrian access to 691 Robert and improving safe access to the electrical manhole. An update will be provided at the January 2015 Safety Committee Meeting.

February 2015 Update: No update. Plans for installing the pedestrian access are the same.

March 2015 Update: This project is in design. An update will be provided at the April 2015 safety committee Meeting.

April 2015 Update: The project is still in design. An update will be provided at the next safety committee meeting.

Groundskeeper Severe Weather Shelter: Groundskeepers' access to their severe weather shelter is limited due to tenant usage in the area the shelter is located. Sandea will contact PMD management about better access for the groundskeepers to their severe weather shelter and will provide an update at the April 2015 safety committee Meeting.

April 2015 Update: Chris Guevin, PMD Director, spoke with the tenant about the groundskeepers' need for emergency access to their severe weather shelter and the tenant understands the groundskeepers may need to enter their area to reach the shelter. Additionally, there is an alternate route groundskeepers can use when needed to access their shelter, without having to enter the tenant's area. A remaining action item is the groundskeepers trying the key they have for the building their severe weather shelter is in, to ensure it works. The groundskeepers will try the key and an update will be provided by Joe Dinnebier at the next safety committee meeting.

New business

No new business was discussed.

Next meeting

1:00 pm on Thursday May 7, 2015 in the Nokomis Conference Room.

Minutes/report submitted by:
Sandea O'Bryant, Safety Administrator

Completed Safety Issues

Issue	Start date	Completion date	Resolution
Traffic Safety and the New Parking Ramp	June 2013	September 2014	Safety Committee members met with PMD and learned more about the design of the new ramp (Ramp F) and its safety and traffic control features. The committee is satisfied with what was learned and will wait until the ramp is in operation to see if any safety concerns arise then.
Safety of People Walking Between the back of the 691 Robert Street Facility and the adjacent Light Rail Tracks	November 2013	November 2014	A sign warning against walking in the area was posted.
Driver Visibility When Exiting Parking Ramps	December 2013	December 2014	End stalls near the exits were designated as "Compact Car" stalls. The stalls boundaries were restriped accordingly and signs designated the stalls for compact cars only were installed.
Ice Melt Usage by Capitol Complex Employees	January 2014	December 2014	Risk Management published a winter fall prevention communication that recommended the use of salt barrels to treat icy areas.
AWAIR Program Update	November 2014	February 2015	Changes to the AWAIR program were suggested and made. The update is complete.
Use of Tunnels in the Winter Time	May 2013	March 2015	A poster recommending using tunnels in the winter time to prevent winter weather related falls was posted throughout the Capitol Complex.

This list contains items/issues that were completed within the current fiscal year (2015).