



**Safety Committee
Meeting Minutes
December 4, 2014
Nokomis Room (3rd floor of COB, H.R. Area)**

Meeting called to order at 1:00 pm.

Members present

Boyd Abbe, Kevin Brist, Joe Dinnebier, Mike Maskrey, Sandea O'Bryant, Joel Siljendahl, Barry Waters

Members absent

Scott Johnson

Guests

No guests
cc: Laura Sengil

Review of Last Month's Minutes

Minutes accepted.

Announcements

- Boyd Abbe is resigning from the state to return to a previous employer. Boyd's presence on the safety committee and his assistance with numerous safety issues during his time here is greatly appreciated!
- The January 2015 Safety Committee is rescheduled from January 1st to January 8th, due to January 1st being a holiday. The meeting time and location are the same as usual (1:00 pm, Nokomis Room in Centennial Office Building).

Review of recent injuries

There were two injury incidents reported for November. Only one of them, a back injury, required medical attention.

Building Tours

The State Capitol Building is scheduled to be toured in December.

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 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.

Use of Tunnels in the Winter Time:

The idea of recommending to and communicating to Capitol Complex employees to use the tunnels in the winter was mentioned as way to reduce the number of winter weather related slip, trip, and fall injuries. Committee members will consider ways to educate people about using the tunnels and will discuss at the June 2013 Safety Committee meeting.

December 2013 Update: Sandea contacted Capitol Security and submitted an article regarding slip and fall safety to Capitol Security for inclusion in the Capitol Security newsletter. Some clarification regarding access to the tunnel system was also provided by the Capitol Security. However, the safety committee would like information regarding access to the tunnels and to Capitol Complex buildings (in order to get to the tunnels) during off hours (non-business hours). Sandea will draft an email with the questions the safety committee would like answered and send the draft to the safety committee for review. When it is approved, Sandea will send the final version to the Capitol Security contact. An update will be provided at the January 2014 safety committee meeting.

January 2014 Update: The article submitted to Capitol Security was published in their most recent newsletter. The draft of the safety committee's list of questions for Capitol Security was reviewed by the safety committee and will be edited per suggestions made during the meeting. The revised draft will be sent out again to Safety Committee members to review.

February 2014 Update: A draft was reviewed and suggestion were made to simplify the questions. Sandea will update the questions and provide an update at the March 2014 Safety Committee meeting.

March 2014 Update: Questions were not reviewed but will be before next winter so that the safety committee can obtain more information from Capitol Security in time for the next winter season.

April 2014 Update: No new news. Plans are still to review questions before the next winter season.

June 2014 Update: The Safety Committee plans to publish in the Admin newsletter an article that recommends employees use the tunnels during winter for slip and fall prevention. The committee also plans to contact safety professionals at other agencies and suggest they recommend to their agencies' employees that they use the tunnels as appropriate during winter as well, and that they recommend their employees get tunnel access if they do not have it already, so that they can use the tunnels as needed. These actions will be taken in time for the next winter season. Sandea will provide an update at the August Safety Committee meeting.

August 2014 Update: Sandea will draft the document recommending use of the tunnel during winter months and send it to the safety committee for review. Plans are still to discuss use of the tunnel at the next interagency safety committee meeting, which is scheduled for September 10, 2014. Sandea will provide an update at the September Safety Committee meeting.

September 2014 Update: No major updates. Sandea will draft the document and send to rest of the safety committee for review. An update will be provided at the October Safety Committee meeting.

November 2014 Update: Sandea is working on a draft of the document and will discuss at the December 2014 Committee meeting.

December 2014 Update: Plans are still in place for sending out a recommendation to use the tunnels in the winter for slip, trip, and fall prevention. However, since Risk Management recently published winter slip, trip and fall prevention tips, the safety committee document will be published a bit later in the season as a reminder. An update will be provided at the January 2015 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 update 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.

Driver visibility when exiting parking ramps:

Because it is difficult for drivers exiting parking ramps to see cross traffic if larger vehicles are parked in the spaces that are adjacent to the entrances/exits to the ramps (a near miss occurred recently at the blue level of the Centennial ramp for this reason), it was recommended that these spaces be made into “compact car only” spaces. Sandea will contact PMD Parking Management regarding this suggestion and will provide an update at the January 2014 safety committee meeting.

March 2014 Update: Sandea met with Anne Johnson in PMD, and who handles parking, to discuss this idea. Anne agreed that designating certain parking spaces as “compact car only” was a good idea for safety and visibility and was going to determine which of the spaces should be designated as “compact car only” and have the spaces changed. Sandea will provide an update at the April safety committee meeting.

April 2014 Update: Plans are still in place to designate the appropriate spaces as “compact car only”. However, line striping companies were not open yet this season, so restriping could not be done. Plans are to restripe lines and add appropriate signs this summer. Restriping and adding signs may not happen until repairs to the COB ramp are completed, which will be in June.

June 2014 Update: No updates. An update will be provided at the August Safety Committee meeting.

August 2014 Update: At the time of the August meeting, it was that the restriping had been done and the only thing left to do was to put signage in place for the compact car stall. It was later found out the restriping had not occurred yet, as PMD Parking management thought. The restriping is sign posting planned for some time in the next couple of months. Sandea will provide an update at the September 2014 Safety Committee meeting.

September 2014 Update: Line restriping and sign posting has not occurred yet. An update will be provided at the October Safety Committee meeting.

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

December 2014 Update: The sign posting and restriping are complete. This item is complete and will be removed from the minutes.

Ice Melt Usage by Capitol Complex Employees:

It was recommended that a communication be sent out to Capitol Complex employees letting them know that they can take ice melt from the strategically placed ice melt barrels and apply it as necessary on icy sidewalks, to help with slip and fall prevention. It was also recommended that the letter published last winter and that recommended using the ice melt be distributed again as part of that communication. It was also recommended that, before next winter (since it is probably too late for this winter), a poster reminding people that they can and should use the ice as needed melt be affixed to the ice melt barrels. “See An Icy Spot, Help Others.” was suggested as wording for the poster. Sandea O’Bryant will work on these action items and provide an update at the February safety committee meeting.

February 2014 Update: A new communication in the form of a memo, and that listed and added to the recommendations that were in the letter that was published last winter, was reviewed. Edits were suggested based on the review. It was decided not to mention using ice melt in the new memo that will be sent out. However, other slip, trip and fall prevention recommendations will be listed in the memo. Sandea will make the suggested edits and send the memo out, and will provide an update at the March Safety Committee meeting.

March 2014 Update: The memo was distributed. Info about using ice melt will be placed on or near the ice melt containers before next winter.

April 2014 Update: No new news.

June 2014 Update: No update. Plans are the same, to place information about using ice melt on or near the ice melt containers before next winter.

August 2014 Update: Sandea will discuss the placement, wording, and posting dates of the signs with Joe Dinnebier, and will provide an update at the September 2014 safety committee meeting.

September 2014 Update: The safety committee decided, instead of sign on or near the barrels, a newsletter about using ice melt could be published. The document will also contain other winter weather slip and fall prevention tips. The document will be published in November. An update will be provided at the October Safety Committee meeting.

November 2014 Update: The committee decided to make the recommendation regarding usage of ice melt part of the letter that recommends using the tunnel. A letter will be drafted and reviewed by the safety committee. An update will be provided at the December Safety Committee meeting.

December 2014 Update: Risk Management distributed a winter time fall prevention message that advised the use of ice melt by Capitol Complex employees as needed, to prevent winter slips, trips and falls (and that had other winter slip, trip, fall prevention tips as well). For this reason, this item is considered complete and will be removed from the minutes.

AWAIR Program Update:

Admin’s AWAIR program is due for an update. Sandea will send the AWAIR program to committee members before the December safety committee meeting,

for review and feedback. An update on the progress of the review will be provided at the December Safety Committee meeting.

December 2014 Update: Suggested changes were discussed and an updated draft of the AWAIR program will be sent to the safety committee for final review and approval.

New business

No new business was discussed.

Next meeting

1:00 pm on Thursday January 8, 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.

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