



**Safety Committee
Meeting Minutes
February 5, 2015
Nokomis Room (3rd floor of COB, H.R. Area)**

Meeting called to order at 1:00 pm.

Members present

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

Members absent

Kevin Brist

Guests

Chris Guevin

cc: Laura Sengil

Review of Last Month's Minutes

Minutes accepted.

Announcements

- The January Safety Committee meeting was cut short because a majority of members was not in attendance. Only three members attended. Since the meeting was cut short and no business was discussed, no meeting minutes were recorded.

Review of recent injuries

There were no injuries reported in January.

Building Tours

The Administration Building and Grove Street facility were toured in January. Only one safety concern was noted during the tour.

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.

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.

February 2015 Update: The plans regarding the method to advise state employees to use the tunnels have changed. A poster advising employees to use the tunnels will be created and posted. Sandea will sent distribute a draft of the poster to the committee for review and feedback. When a final version is approved, the poster will be distributed. Sandea will provide a update at the March 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.

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.

February 2015 Update: The updated draft of the AWAIR program has been approved and the AWAIR program update is complete. This item is complete and will be removed from the safety committee minutes.

New business

No new business was discussed.

Next meeting

1:00 pm on Thursday March 5, 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.

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