



University of Vermont,
 United Electrical, Radio & Machine
 Workers of Vermont Local 267,
 Safety Committee
 284 East Avenue
 Burlington, VT 05405

**Safety Committee
 Meeting Minutes
 Thursday, August 9, 2007**

Members	Representing	Attendance	Phone	Address	e-mail
Carmyn Stanko	UE	Present	6-2626	284 East Ave	Carmyns@afsrvr.uvm.edu
Lester Gockley	UE	Absent	351-7565	284 East Ave	Lester.Gockley@uvm.edu
Jon Thibault	UE	Present	6-8555	284 East Ave	Jon.Thibault@uvm.edu
Deb Trombley	UE	Absent	351-4207	284 East Ave	Deborah.Trombley@uvm.edu
Shari Langlois	UVM	Present	6-3242	McAuley Hall	Shari.Langlois@uvm.edu
Jeff Rogers	UVM	Present	764-6613	284 East Ave	Jeff.Rogers@uvm.edu
Sal Chiarelli	UVM	Absent	6-2186	284 East Ave	salc@afsrvr.uvm.edu
Vince Brennan	UVM	Absent	764-6613	284 East Ave	Vincent.Brennan@uvm.edu
Marilyn Baker	Clerk	Absent	764-6613	284 East Ave	Marilyn.Baker@uvm.edu

Item	Resp.	Status
<u>Meeting Minutes:</u> If you have changes to these meeting minutes, e-mail Jeff and he will make appropriate changes.	TCO	
<u>Training Update:</u> Jeff reviewed the upcoming trainings, and mentioned a new "Groundskeeper Training" that is planned for September.	TCO	
<u>Patrick Gym – Roof Access/ Ladder:</u> Jeff showed pictures of the upgrades to the roof access hatch and the ladder on the roof. The committee suggested adding a chain to aid in unlatching the hatch mechanism and also a chain for raising and lowering tools. Jeff will coordinate with KR Adams when they are back to finish the ladder extensions.	Jeff	Open
<u>Marsh Life Science – Penthouse Access – Fall Hazard:</u> Jeff reported no change with this item. We need to execute Carmyn's suggestion of painting around the hatch to designate a controlled access zone.	Jeff	Open
<u>Mechanical Rooms:</u> We had good discussion on how to better improve the overall safety of our mechanical spaces. What follows is a summary of action items from that discussion: <ul style="list-style-type: none"> • Jeff will follow up with Mike Enos / Rick Weld on the list of ground water issues. • Jeff will talk to John Marcus about ensuring future projects have a least one emergency light remaining on at all times, and ask to have a hard wired phone. • Jeff showed a draft label that would be placed on doors. The team suggested adding more information such as calling the cage, and a statement about LO/TO. Shari Langlois mentioned that the labels should be standardized to avoid employee/contractor confusion. Jeff will draft up a new sign and show it at the next meeting. 	Jeff	Open
<u>Fire Detectors/Alarms on Cottages & Other Small Wooden Buildings:</u> Shari will speak with John Marcus on this project's scope and status.	J.Marcus	Open

*Next meeting – September 13th - 1:00 pm in 284 East Avenue Conference Room (2nd Thursday of the Month)
 Written By: J.Rogers 8/13/07*

<u>Roof Access at WDW is through a window:</u> Jeff sent a note to Luce Hillman checking on the status; He will follow up with Luce.	Jeff/Luce	Open
<u>University Heights Complex: No covers over the mechanical room doors (Custodial uses these doors as egress points):</u> The committee decided a meeting should be scheduled with Custodial, Risk Management, TCO, and Facilities Design Construction groups to discuss service needs to University Heights mechanical spaces.	Jeff/Shari	Open
<u>Personal Protective Equipment Training for Grounds Employees:</u> The training was put together and sent to Vin, Rose, and Mike for review and input. The plan is to schedule training for September. Carmyn also mentioned having the training annually in the Spring to educate new temporary employees.	Jeff	New
<u>Window Cleaners not marking off their work area and not wearing harnesses:</u> Jeff sent an e-mail to Diane Figari and Liz Cross. Liz spoke to the contractor on 7/11/07.	Jeff	Closed
<u>New items:</u> 1. <u>Contractors:</u> JonThibault mentioned contractors are not following our policies. There was an incident with the water tower project where an employee was hanging out of a boom lift and also had no harness on. Jeff to get the picture from Mary Anne or Kyle and send to Shari. Also our folks are not involved in the planning and implementation of projects. Sometimes the end result is Physical Plant ends up redoing the work to make it compatible to the building/system design. 2. <u>Fleming Museum:</u> Access to HVAC equipment on the South roof is through a small hatch. Deb Trombley sent Jeff a note prior to the meeting. Jeff showed pictures of the hatch and the committee suggested widening the door and/or adding a metal ladder.	—	—
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