

UNIVERSITY SAFETY COMMITTEE MEETING  
September 4, 2014

The University Safety Committee meeting was called to order in the Academic Research Unit C, room 110 at 3:30 pm on Thursday, September 4, 2014, by David Shearer, USC Chair. Those in attendance were: David Shearer, Derrick Wootton, Jacob Nevarez, Anne McGinnis, Barbara Hunter, Kathy Reddington, Jon Webster, Isaac Paz, Kelly Hamilton, Ginger Parker, Carol Nevarez, Gerard Nevarez, Tom Reichardt, Jamie Lakey, David Schoep, Amanda Luna, Patti Havstad, Joni Newcomer, Gabriel Bernal, Adam Labe, Katrina Doolittle, Polly Wagner, Jose Gamon, Ophelia Watkins, Jack Kirby, Jean Conway and David Rockstraw (27).

**1. Loss Control Committee: Loss prevention and control programs; updates**

Katrina Doolittle opened the meeting by discussing the State of New Mexico Loss Control statute, [1.6.4. NMAC \[http://safety.nmsu.edu/faq/2014/2014\\_0813-1.6.4NMAC-Rule.pdf\]](#), that all state entities must follow. The state law was created in 2007 and many of the requirements are incorporated in NMSU safety requirements & programs [[http://safety.nmsu.edu/program-link.htm](#)] and various facility hazard review committees and annual compliance initiatives. Currently Katrina Doolittle and Johnny Carrillo serve as co-chairs on the NMSU Loss Control Committee and have been successful in developing a Loss Prevention and Control Plan that President signed in August 2014. The Loss Control Coordinator will send quarterly reports to the state including minutes from the various research hazard review committees and University Safety Committee.

Inspection documentation and documented corrective actions are critical to a successful audit. It is the responsibility of each PI and supervisor to provide documentation that they have corrected all of the identified deficiencies. Per the Loss Control Law, correction of noted unsatisfactory condition(s), shall be taken or initiated as soon as possible, but no later than thirty (30) days of the time the condition is brought to attention supervisory person immediately responsible for the operation [or area]. Documentation of the corrective action[s] shall be attached to the inspection report and provided to EH&S.

In the [August 13, presentation](#) by the NM Risk Management Division at NMSU, the NM Loss Prevention and Control Bureau noted that they will perform the first audit at NMSU in the spring of 2015. They noted the purpose is to make sure we are in compliance with the statute, that our documentation is comprehensive and we have taken action to correct any non-compliance. If NMSU should fail the audit, it will result in an increase of insurance premiums up to 40%, from the current \$5 million annually.

**2. Injury review: 2<sup>nd</sup> quarter 2014 comparison for injury counts & types, trends**

Jose Gamon and David Shearer reviewed the Environmental Health & Safety annual report section on injuries and work days lost noting a slight drop in injuries for the 1<sup>st</sup> half of 2014 as compared to similar period for 2013. There is a history of 6 years of reduced injury claims and reduced lost work days resulting in about 50% less reportable injuries each year. This injury reduction correlates to an increase in training hours completed, facility inspections and repairs of deficiencies. Details are provided in highlighted on the Safety News [[http://safety.nmsu.edu/news/updates/osha300log-2013.html#culture-of-safety](#)] and detailed in EH&S annual reports.

It was noted that many of the injuries are related to back strains and slips, trips & falls. Anyone identifying a lifting issue or trip hazard at NMSU areas should report it to EH&S for evaluation and correction. The use of PPE has also been an issue that is being enforced to protect the individual.

### **3. Safety Training: 2014 update, counts, new courses**

Polly Wagner discussed the 2014 transfer of all employee safety training records to Training Central [LINK at <http://safety.nmsu.edu/training/offerings/current-offerings.htm> ] and the new steps for registering for classes, reviewing employee training records, as well as the proxy process. Currently students that are not employees can be added to the database manually but they are deactivated [archived] after a year. Polly recommended that trainee save their training certificates in PDF format, should they need to provide “proof of training” at a later date.

She also noted EH&S will be conducting a three day Maintenance Safety training blitz September 10 to 12 which will covers CPR, Asbestos, Driving, Personal Protective Equipment and related safety topics [<http://www.nmsu.edu/safety/news/updates/2014-maintenance-trainin.html>]. In addition EH&S is working to get the Employee Safety course available ONLINE by the end of 2014.

### **4. Safety Inspections**

Dave Schoep and Derrik Wootton informed the committee that the 2014 lab inspections began in February on all of the NMSU campuses across the state and that the annual lab safety refresher courses will be offered in October. Dave Schoep said last year’s inspection focus on chemical review and gas cylinder compliance has paid off. The labs turned in old chemicals and EH&S has disposed of a lot of expired peroxide forming chemicals which lessened the hazards in those labs. Details are posted on the EHS safety NEWS [<http://safety.nmsu.edu/news/updates/index.html#Legacy-HazWaste-Phase1> ]. The gas cylinder findings have been less serious and fewer deficiencies overall when compared to last year’s inspection.

This year, the lab inspectors are focusing more on compliance with refresher training and so the training violations are still high. The Department heads and college Deans will be receiving summaries of the lab inspection findings this year. Dave Schoep advised a web site redesign is in process and lab standard and laser online safety training is coming. Derrik Wootton noted they are tracking responses to lab violations so it’s important to for each PI or Chemical Hygiene Officer to provide the corrective action to the audit deficiencies in the lab inspection so that NMSU is ready for the state audit.

### **5. Emergency Preparations: 2014 initiative on Safety, Health & Security**

David Shearer noted the 2014 Initiative on Safety Health and Security were posted on the Safety website [[http://safety.nmsu.edu/faq/2014/2014\\_NMSUFallSafetyInitiatives.pdf](http://safety.nmsu.edu/faq/2014/2014_NMSUFallSafetyInitiatives.pdf) ] on August 18. He also advised attendee that there will be “no notice fire drills” of campus academic building and resident halls on September 8<sup>th</sup> and 9<sup>th</sup> to test the evacuation plans.

### **6. FS program safety upgrades: Plumbing BBP, PPE & Hot Works**

Ginger Parker addressed safety upgrades based on recent Occupational Job Hazard Analysis conducted with the plumber shop. She noted changes to include plumber in the bloodborne pathogen (BBP) program and changes in recommended personal protective equipment (PPE). Posters of PPE and new standard were discussed [[http://safety.nmsu.edu/faq/2014/2014\\_0904-USC071-TrafficBlitz.pdf](http://safety.nmsu.edu/faq/2014/2014_0904-USC071-TrafficBlitz.pdf)].

Shearer noted the new procedures for open flame or welding repairs at campus building which will require a Hot Works PERMIT from the NMSU Fire services at least 24 hours in advance of the work. Per the procedure [[http://safety.nmsu.edu/faq/2014/2014\\_0904-USC061-FSHotWorksProc.pdf](http://safety.nmsu.edu/faq/2014/2014_0904-USC061-FSHotWorksProc.pdf)] the Fire

Department will also perform semi-annual fire inspection of campus shops with regular hot works operations.

#### **7. Traffic Safety – Recent traffic enforcement**

The results for NMSU police campus wide traffic enforcement blitz conducted at the beginning of the fall semester were presented by Shearer. In total, 99 citations were issued, including 4 pedestrian and 15 bicycle infractions [[http://safety.nmsu.edu/faq/2014/2014\\_0904-USC071-TrafficBlitz.jpg](http://safety.nmsu.edu/faq/2014/2014_0904-USC071-TrafficBlitz.jpg)].

#### **8. Utility Cart usage comments, users**

In conjunction with the traffic enforcement blitz, Shearer noted that the utility carts came under scrutiny for improper use and other violations. All cart drivers must have a cart operator's permit and all campus carts must be inspected and registered via NMSU Utility Cart Safety Program. More information and a video are ONLINE [<http://safety.nmsu.edu/programs/BikeSafety/cartsafetyvideos.html>].

#### **9. Controlled access comments, enforcement**

Controlled access areas designate who can drive what type of vehicle in specific campus locations. The intent is to restrict full size vehicles from driving on pedestrian sidewalks. Vendors are required to display parking permits when they require access to buildings where using sidewalks is the only option. The Controlled Access Policy is at [http://safety.nmsu.edu/policies/policy\\_CntrlAccessArea2014.pdf](http://safety.nmsu.edu/policies/policy_CntrlAccessArea2014.pdf) Please report any improper driving or parking with specific information and it will be investigated. Transportation Services takes the lead and EH&S assists in these matters of reported non-compliant parking or improper driving behaviors.

#### **10. Asbestos & mold abatements; progress update**

Gabriel Bernal reported on the ongoing process of asbestos and mold abatements. To date there have been 35 asbestos jobs plus 26 NESHAP projects, up considerably from last year. Asbestos is a hazardous and highly regulated material. The Asbestos O&M Control Program is on the EHS Safety website under industrial safety at [http://safety.nmsu.edu/programs/industrial\\_safety/NMSU-ACM-O&M-Program.pdf](http://safety.nmsu.edu/programs/industrial_safety/NMSU-ACM-O&M-Program.pdf). All NMSU asbestos/ACM-related operations for abatement contractor selection, scope of work, work practices, building occupant notifications, sampling of suspect ACM material, NEHAP permits, waste transport & disposal review/signature and ACM close out documentation are subject to EH&S approval.

#### **11. Landfill closure: progress update**

Jack Kirby is responsible for several environmental programs which are new to EH&S. He monitors drinking water compliance, wastewater permit and testing, implements a wide scope of best management practices related to storm water on campus and is working on closing the old landfill which was closed in 1989. The landfill site is monitored quarterly for methane and ground water contamination. The state has approved earthwork to be done in 2015 and must be monitored for methane emissions for two years before it could be re-opened as a parking or tailgate lot. The post closure plan has other monitoring requirements for a 30 year period. The stormwater annual report is posted on EHS website [<http://safety.nmsu.edu/programs/environmental/SWMP.htm>]. It is available for review and for public comment until Sept 17.

#### **12. Bicycle Safety program: intern, bicycling Facebook, youth training**

Jamie Lakey, EH&S intern, reported on the new bicycle safety Facebook website [LINK at <https://www.facebook.com/pages/NMSU-Bicycling/608399355942458>] she's been developing and

other activities like the October 18<sup>th</sup> promotional safety ride and November 8th youth bike safety training [flyer at [http://bikes.nmsu.edu/BikesFAQs/2014\\_1108-AggieFamilyBikeEventFlyer.pdf](http://bikes.nmsu.edu/BikesFAQs/2014_1108-AggieFamilyBikeEventFlyer.pdf)]. She has asked Pistol Pete for his photo on a bike and she encouraged others to send photos of their NMSU friends riding their bikes to go on the Facebook page.

Jamie noted the success of the two new Bicycle Fix-It Stations at Corbett Center and the Cervantes Family Housing [Fix-It details at [http://bikes.nmsu.edu/nmsu-bicycle-safety.html#anchor\\_57784](http://bikes.nmsu.edu/nmsu-bicycle-safety.html#anchor_57784)]. She also reported that she would be approaching the ASNMSU Student Council about funding another Fix-It Station at the Engineering Complex.

Anyone interested in participating in a bike friendly task force, should contact David Shearer. Also the Outdoor Recreation in the activity center has bikes for rent by the semester.

With no additional items from members, the committee was adjourned at 5 pm.

---

These minutes constitute the record of the USC meeting on September 4, 2014 and were sent for comments, additions, and corrections to all attendees on October 15, 2014 with revisions incorporated.

Prepared by:



David Shearer, Assistant Director,  
Environmental Health & Safety

Anne McGinnis, Administrative Assistant,  
EH&S