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Campus Safety Committee Technical Manual

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Minnesota State

Safety Committee Technical Manual

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****Reviewed by system safety administrators at the 2018 Safety and Security Conference.**

Safety Committee Technical Manual

Section 1: General Information

Chapter 1. Introduction

The Safety Committee Technical Manual provides the regulatory and labor requirements, technical information and best practices for the definition, operation and functioning for the campus safety committees at all Minnesota State campuses. The information supports Minnesota State's commitment to provide a safe and healthful environment for all employees, students and visitors. The safety committee technical manual is available to all campus employees, students or anyone interested/ involved in developing and implementing an effective workplace safety and health program. The content is based on regulatory standards promulgated by Minnesota OSHA and Federal OSHA, labor union (AFSCME, MAPE, etc.), established practices and currently available research publications.

Chapter 2. Definition:

A *safety committee* is an organizational structure where individual members are representing their employee group(s) and union(s). Every union has a representation while maintaining the meeting size to an effective number of participants. The safety committee establishes a method for evaluating, resolving and communicating the safety and health issues brought up by the campus employees and students. The safety committee is intended to be proactive in pursuing creative methods of encouraging and promoting safety awareness.

Section 2: Standards

Chapter 1. Regulatory Standards

Each campus is required to have a safety committee to comply with:

a. 182.676 Safety Committees

Every public or private employer of more than 25 employees shall establish and administer a joint labor-management safety committee. A safety committee must hold regularly scheduled meetings unless otherwise provided in a collective bargaining agreement. Employee safety committee members must be selected by employees.

b. MN Rule 5208.0010 Applicability

Every employer required by Minnesota Statutes, section 182.676, to establish and administer a joint labor-management safety and health committee shall comply with the requirements of this part.

c. MN Rule 5208.0020 Location

If an employer required to establish a safety and health committee operates at more than one location, the employer shall establish a safety and health committee at each of its establishments at which 50 or more employees work. Multiple buildings in a reasonable close proximity engaged in a common enterprise such as a college campus may be considered to be a single establishment. If work is performed at other locations, one or more centralized safety and health committees representing the safety and health concerns of these other locations shall be established. At a site where the employees of more than one employer work, a multiemployer committee may be used to satisfy the requirements of this part.

d. MN Rule 5208.0030 Membership

Employee representatives on safety and health committees shall be selected by the employee's bargaining agent if one exists. If more than one union has the right to select employee representatives for a safety and health committee, they shall collectively select the employee representatives. In the absence of volunteers, the employer may select the employee representatives. The number of employee representatives on a safety and health committee shall equal or exceed the number of management representatives on the committee.

e. MN Rule 5208.0040 Safety Surveys

The safety and health committees for any employer that has a workers' compensation insurance experience modification factor of 1.4 or greater or has a workers' compensation premium rate of \$30 or more per \$100 of payroll assigned to the greatest portion of the payroll for the employer shall conduct workplace safety and health surveys at each of the employer's workplaces at least quarterly. The safety and health committees



of all other employers shall conduct workplace safety and health inspections as frequently as the committee considers necessary. The employer shall keep a record of all hazards identified by and recommendations made by the safety and health committee.

f. MN Rule 5208.0050 Other Duties and Records

The safety and health committee shall establish a system to obtain safety-related suggestions, reports of hazards, and other information from all persons involved in the operations of their workplace. The safety and health committee shall review and make recommendations about the employer's occupational safety and health program and occupational safety and health records. The safety and health committee shall review incidents resulting in work-related deaths, injuries, and illnesses and make recommendations to prevent further occurrences. The committee's review of these incidents may be limited to a review of a report made by others who have investigated the incident. The employer shall provide materials and facilities to the safety and health committee to enable it to perform its duties. All safety and health committee recommendations or reports made to the employer shall be kept by the employer for two years and shall be provided to the commissioner of DLI on the commissioner's request.

Chapter 2. Labor Standards

A. *American Federation of State, County and Municipal Employees (AFSCME) Labor Contract:*

Each campus is required to have a safety committee to comply with AFSCME labor contract, Article 11:

a. AFSCME labor contract Article 11: Section 1. Job Safety

It shall be policy of the Appointing Authority to provide for the health and safety of its employees by providing safe working conditions, safe work areas, and safe work methods. In the application of this policy, the prevention of accidents, the creation and maintenance of clean, sanitary, and healthful restrooms and eating facilities shall be the continuing commitment of the Appointing Authority. The employees shall have the responsibility to use all provided safety equipment and procedures in their daily work and failure to use this equipment and procedures may result in disciplinary action. Employees shall cooperate in all safety and accident prevention programs.

b. AFSCME labor contract Article 11: Section 2. Membership

AFSCME Contract Article 11, Section 2, specifies that there shall be a joint labor-management safety committee, with minimum of 2 AFSCME representative. Each union shall have a representative.

c. AFSCME labor contract Article 11: Section 2. Local Safety Committee



There shall be established in each department and/ or principal place of employment a joint Safety Committee composed of Appointing Authority and employee representatives selected by the Union, one from each bargaining unit represented by the Union but at a minimum, a total of two (2) representatives. If more than one (1) exclusive representative exists in the department or principal place of employment, the Union will attempt to work out an arrangement with the other exclusive bargaining representative (s) to insure their input to the Committee. The chair of the Committee shall be appointed by the Appointed Authority. The Appointing Authority may consider having a co-chairs, one management and one labor. The Safety Committee shall meet at least quarterly or as may be legally required and meetings shall be scheduled by the Safety Officer. Additional meetings may be called by the Safety Officer or by the Local Union or Appointing Authority as the need may rise. All Safety Committee meetings shall be held during normal day shift working hours on the Appointing Authority's premises without loss of pay.

The function of the Safety Committee will be to review reports of property damage and personal injury accidents and alleged hazardous working conditions, to provide support for a strong safety program, to review building security issues, and to review and recommend safety policies to the Appointing Authority. Normally, the Committee shall acknowledge in writing receipt of reports of alleged hazardous working conditions within thirty (30) calendar days of their submission. A copy of the Committee's recommendations, if any, to the Appointing Authority regarding the disposition of such reports shall be provided to the individual who filed the report with the Committee. In addition, the Safety Committee will provide the filing party with a copy of the Appointing Authority's response and/ or proposed actions, if any. At the request of the Local Union or Safety Committee, hazard assessments will be made available for review.

Each Local Safety Committee in a facility with a laundry and/ or a kitchen shall perform a routine heat survey to check temperature, humidity, and exhaust and fan systems in the laundries and kitchens. The employer agrees to coordinate technical assistance to the Local Safety Committee upon request.

A Local Union Officer or Safety Committee member shall be entitled to participate in any work site formal occupational inspections conducted by the Safety Committee or by the State or Federal OSHA Inspectors without loss of pay. Notice of such inspections or safety related inspections by other public officials shall be promptly given to the Local Union President and to the Chairperson of the Safety Committee along with the written reports of results, if any.

Normally, State owned or leased worksites shall be inspected at least once per year. Such inspections for worksites in locations where there is no Local Safety Committee may be



accomplished by a representative of the Appointing Authority and a representative of the Local Union stationed at the worksite.

d. AFSCME labor contract Article 11: Section 3. Employee Safety

All incidents of workplace violence, unsafe equipment or job conditions shall be brought to the attention of the immediate supervisor, or in his/her absence, the next higher level of supervision. Should the unsafe condition not be corrected within a reasonable time, the equipment or job practice shall be brought to the attention of the Safety Committee. Additionally, employees shall report any exposure to known or suspected carcinogens in writing on a separate form. A copy of the form shall be sent to the Local Safety Committee. Employees have the right to file complaints with the State Department of Labor and Industry OSHA Division. Alleged violations of OSHA standards are not subject to the grievance procedure.

Any protective equipment or clothing, e.g., safety glasses or other types of eye protection (including prescription lenses and frames when required), safety helmets, safety vests, welding gloves and aprons, safety shoes, ear protection, protective gloves, etc. shall be provided and maintained by the Appointing Authority whenever such equipment is required as a condition of employment either by the Appointing Authority, or by OSHA, or by the Federal Mine Safety and Health Administration. The employee shall have the responsibility to use all such provided protective equipment.

B. *Minnesota Association of Professional Employees (MAPE) Labor Contract:*

Each campus is required to have a safety committee to comply with MAPE labor contract, Article 22: Health and Job Safety

a. MAPE Labor Contract Section 3. Accident Reports.

All employees who are injured during the course of their employment shall file an accident report, no matter how slight the injury, in accordance with Minn. Stat. 176 on forms furnished by the Appointing Authority. A summary of the accident report shall be furnished to the Safety Committee or the Appointing Authority's Safety Officer. All such injuries shall be reported to the employee's immediate supervisor, and any necessary medical attention shall be arranged. The Appointing Authority shall provide assistance to employees in filling out all necessary Workers' Compensation forms, when requested.

Any medical examinations required by the Appointing Authority pursuant to this Article shall be at no cost to the employee, and the Appointing Authority shall receive a copy of the medical report. Upon request, the employee shall receive a copy of the medical report.

b. MAPE Labor Contract Section 4. Local Safety Committee.



Each Appointing Authority shall establish at least one (1) Safety Committee. The Safety Committee shall be comprised of one (1) representative designated by the Association representatives from other bargaining units; and the Appointing Authority may appoint a number of management representatives equal to the total number of bargaining unit representatives. The Appointing Authority's designated Occupational Health and Safety Officer shall act as the Chairperson. The Safety Committee shall meet quarterly and be scheduled by the Chairperson. Additional meetings may be called by the Safety Officer or by a majority of the Committee as the need may arise. All Safety Committee meetings shall be held during normal day shift working hours on the Appointing Authority's premises and without loss of pay.

The function of the Safety Committee will be to review reports of property damage, personal injury accidents and alleged hazardous working conditions, so as to provide support for a strong safety program and to review and recommend safety policies to the Appointing Authority. Employees shall bring all unsafe equipment or job conditions to the attention of the immediate supervisor and/or the Safety Officer. Should the unsafe condition not be corrected within a reasonable time, the employee may bring the equipment or job practice to the attention of the Safety Committee.

Chapter 3. Recommended Standard

It is recommended that each campus have a safety committee that complies with MN Statute 182.653 AWAIR Program. The AWAIR ACT requires employers in certain industries to develop written, comprehensive workplace safety and health programs. Minnesota State campuses are not included in the North American Industry Classification System (NAICS) codes of employers that must create and maintain this program. Though not required by the law, this program should be implemented. According to MNOSHA recommendations, there are several reasons why an organization should implement comprehensive health and safety program for its establishment:

- a. It has been documented by Federal OSHA studies that organizations with effective safety and health programs have significantly lower injury and illness rates
- b. A comprehensive health and safety program can help employer develop, organize and implement all the other safety programs. e.g. ERTK, RPP etc.
- c. The AWAIR NAICS code list is updated every five years, so Minnesota State campuses may be included in the future to comply

MN Statute 182.653, subdivision 8: Workplace Programs or AWAIR requires an employer covered by this section must establish a written work place accident and injury reduction program that promotes safe and healthful working conditions and is based on clearly stated goals and objectives for meeting those goals.



The program must describe:

- a. How managers, supervisors, and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained
- b. The methods used to identify, analyze, and control new or existing hazards, conditions, and operations
- c. How the plan will be communicated to all affected employees so that they are informed
- d. How work place accidents will be investigated and corrective action implemented
- e. How safe work practices and rules will be enforced

Duties for safety committee members include:

- a. Participating in regular walk around inspections
- b. Training new employees about safe working procedures
- c. Performing job hazard analyses
- d. Providing input for creation of workplace safety and health rules
- e. Presenting safety and health information at regularly scheduled staff meetings
- f. Assisting in accident investigations
- g. Bringing employer safety and health concerns and complaints to supervision and management for correction



Section 3: Safety Committee Composition

Chapter 1. Joint-Labor Management Committee

Each Minnesota State Institution shall have a joint labor-management committee. If there are multiple campuses of the institution(s), either adjacent to each other or at different locations, then each campus location employing 25 or more employees shall have a separate labor-management committee. This will ensure that all employees have adequate representation and appropriate venue to raise any safety related concerns and issues.

Chapter 2. Frequency of conducting meetings

Campus safety committees are expected to meet regularly. The AFSCME and MAPE contracts specify that the committee meets quarterly. Employee safety concerns are better addressed and resolved if the committee meets frequently. It is highly recommended to schedule bi-monthly safety meetings. Campuses must ensure that the committee schedules at least one meeting per quarter. Institution(s) having multiple campuses can organize joint meetings amongst their campuses, and communicate via web-ex, ITV or other virtual platforms. Generally, safety committees meeting frequently have the advantage of addressing safety concerns more promptly. It is recommended that safety committee meetings be scheduled at least 6 months in advance; the meetings are scheduled at the designated time and place. E.g. first Monday of the month or quarter in same room.

Encourage all members' or their substitute (same union/ employee group) to attend all safety scheduled meetings.

Chapter 3. Employee Participation

All levels of employees should participate in the safety committee meeting. The safety committee needs to have representation from all departments and all shifts, as well as from both management and the labor force. It is recommended for the administrative representative(s) to have an active and visible presence in the campus safety meetings.

The campus administration and management shall provide visible and concrete support to the safety committee. With top management involvement in the safety committee, a serious commitment is conveyed to all employees. Management must establish the authority of the committee and then support it. Active management participation in meetings is important for:

- a. The committee to make realistic decisions and recommendations
- b. Implement changes and address safety hazards promptly
- c. Effectively communicate to all employees about safety hazards that are promptly addressed, in effect boosting employee morale
- d. The committee members need to have adequate time and support to work on committee duties and obligations. Employee supervisors and managers should proactively encourage safety committee participation.



The campus safety administrator shall be the chairperson of the safety committee. Safety committee members shall actively participate in the meeting. Members must solicit employee safety concerns and present them at the meetings. Safety committee members shall champion safety performance and implementation of programs promoting safety at the campus.

Contract Specification: AFSCME contract mandates a minimum of two members and MAPE contract specifies one member representing the union(s) on the safety committee.

Although the Faculty contract does not specifically include information about safety committee membership, it is recommended to include representative member(s) on the safety committee to raise and address the safety concerns of the employees in the Faculty union. It is recommended that members will typically include union stewards for the campus, faculty representatives from Art, Biology, Chemistry or Athletics, and a student representative. Standing members may include the Dean or their designee, Facilities Director, and management representative for Administration and Finance. The safety administrator shall serve as committee chair. The number of management representatives shall not exceed the number of employee representatives.

Employee representation: The campus safety administrator or designated chair of safety committee, can select employees to be appointed to participate on the safety committee in the absence of volunteers in a particular department or employment category. As stated in MN Rule 5208.0030, in the absence of volunteers, the employer may select the employee representatives. The primary responsibility of the safety committee is to adequately address employee safety issues comprehensively and inclusively at the campus. The safety committee must ensure that all campus employees have representatives, advocating their safety on campus.

Employee qualities: The employees on the safety committee must ensure that they follow safety procedures and influence coworkers to work safely and lead by example. Safety committee members must be willing to volunteer and serve. Other qualities in committee members may be good communication skills, enthusiasm for safety and ability to get things done. Membership length and rotation shall be determined by each campus as necessary to fulfill committee objectives.

Chapter 4: Collaboration with the Campus Human Resources Department

The collaboration between the campus safety functions and the human resources department (HR) is vital to build and enhance a positive safety culture on the campus. HR management provides a critical assistance by promoting a culture of safety from hire to retire. HR and safety overlap in addressing several areas, including recordkeeping and employee behavior. Failure of the two departments to work together has a potential to relay conflicting messages to the campus employees' about the importance of safety.

Although HR staff is very knowledgeable about the workers' compensation issues, sometimes they may fail to understand that, not every OSHA recordable is a workers' comp. injury. This may result in some injuries being left off the log. Conversely, HR needs to lead the case of employee misbehavior i.e. horseplay or bullying that has a workplace safety component while the safety professional needs be involved. The safety professional may lack the knowledge to handle any potential legal or liability issues involved. Both departments must work together in case of dispute resolution when implementing safety first. Safety professionals and HR professionals working together is key to improving the safety culture at the campus.

The safety committee needs to have visible representation from the human resources department. The HR department needs to have clear and open communication with the safety committee about incidents and injuries. The HR department or their representatives must be available to address employee concerns and issues raised by the safety committee.

The safety committee needs to have access to the 'Injury Form for Safety Committee Review' for every incident the committee would review. The personal employee information in the incident is redacted.

Appendix 3 – A: Incident form for Safety Committee Review

Section 4: Safety Committee Meeting

Chapter 1. Meeting Agenda

Each campus safety committee is expected to provide a meeting agenda to all committee members. The agenda should be prepared and distributed a week in advance of each scheduled meeting. Each safety committee meeting shall follow a standard agenda for each meeting. Member roll call may be conducted at the beginning of every meeting, followed by the approval of meeting minutes of previous meeting.

The AFSCME recommended format of the agenda is expected to have:

- a. Name of the campus or campus logo
- b. Name of meeting
- c. Room number, date and time of the meeting
- d. Agenda items listed.
- e. Review of
 - Reports of personal injuries and illnesses;
 - Accident investigations
 - Property damage
 - Alleged hazardous working conditions;
- f. Follow-up on action items from previous safety committee meetings
- g. Update on walk-around inspections conducted by
 - Safety Committee
 - Campus EHS personnel
 - Contract EHS personnel
 - COPE inspection reports
- h. Update on building security issues
- i. Status of employee safety training
- j. Status on the job hazard analyses done for the campus
- k. If applicable, each local safety committee in a facility with a laundry and /or a kitchen shall perform a routine heat survey to check temperature, humidity, and exhaust and fan systems in the laundries and kitchens.

Chapter 2. Other member assignments

Ensure meeting minutes are recorded effectively by the designated recorder. A specific time period (10 or 15 minutes) shall be assigned to each agenda item and a time keeper role may be assigned to a team member.

Chapter 3. Code of conduct

Committee members must avoid raising or addressing miscellaneous union, personnel or personal issues to be addressed at the safety meetings. The safety committee may develop and monitor specific safety program goals.



Section 5: Safety Committee Operation

Chapter 1. Committee Function

The Campus Safety Committee shall:

- a. Have a vision, mission statement and goals
- b. Meet on a regular basis, (at least once per quarter) with attendance required, and maintain meeting reports
- c. Rotate membership as deemed appropriate on each campus
- d. Develop short (1-6 months) and long (> 6 months) term goals

Chapter 2. Duties and Responsibilities

The committee shall develop an advance schedule of meetings. The committee meeting shall be conducted cordially while strictly observing the start and stop time. The committee is expected to ensure that meetings take place in an atmosphere of mutual respect and commitment to health and safety. Meetings should not be used as a forum for airing general complaints and grievances.

The Campus Safety Committee shall:

- a. Review all safety and health policies and procedures established by the campus related to hazards management.
- b. Review incidents involving injuries, illnesses or near misses related to hazards management.
- c. Review employee complaints regarding safety and health hazards related to hazards management.
- d. Analyze the campus work injury and illness statistical records related to hazards management.
- e. Conduct inspections of worksites at least annually and in response to complaints regarding safety or health hazards.
- f. Review campus training records to ensure compliance with regulatory training requirements.
- g. Maintain written meeting minutes for a minimum of three years.
- h. Make written recommendations on behalf of the committee to the campus administration.
- i. Address environmental health and safety issues in the support services, office, maintenance, construction, learning and campus living environments.

Chapter 3: Hazard Assessments

Hazard Assessment is the process of identifying the hazards associated with the defined task or area, prescribing relevant protection measures or personal protective equipment which must be employed to reduce the risk from hazards. The AWAIR program requires a description of the methods used to identify, analyze, and control new or existing hazards, conditions, and operations. The safety committee must address alleged hazardous working



conditions in a timely fashion and provide hazard assessments reviews. The safety committee will document steps that can be taken to prevent recurrence of hazardous instances.

The hazard assessments may be for:

- a. Job safety programs or hazards
- b. Student or employee training
- c. Implementation of new equipment or processes e.g. drones
- d. Facilities safety such as maintenance of campus sidewalks, walkways or parking lot
- e. Lone worker safety
- f. Unique classroom safety issues e.g. petting zoo safety in agricultural classrooms
- g. Environmental hazards, fire hazards, etc.

Chapter 4. Safety and Health Rules

The safety committee provides input for the creation of workplace safety and health rules.

The safety committee shall review the overall safety and health program for deficiencies. The committee has to be visible and approachable for safety and health concerns, suggestions, and problem solving. Safety committee members shall brainstorm about solution, actively provide input for the creation of workplace safety and health rules, based on:

- a. Employee injury reports
- b. Near miss incidents
- c. Concerns raised by the employees

Safety committee members must contribute ideas and suggestions for the improvement of safety on the campus. The safety committee must assist in making health and safety activities an integral part of the campus culture and programs. The safety committee must promote and maintain the interest of employees in health and safety issues. Safety committee members must ensure appropriate implementation of new safety/ health rules and work practices. Members may publicize the committee's accomplishments.

Chapter 5. Program Support

The mission of the safety committee is to have a stronger safety program. The safety committee members have a mutually shared goal of promoting safe work practices. Safety committee members must work safely and influence other employees to work safely. The safety committee needs to encourage a safety and health program conforming to the best management practices. The safety committee is expected to work cohesively and develop strategies to support a strong safety program. The committee must encourage employees to build enthusiasm for safety programs and its implementation. The safety committee must have a strong emphasis to build and grow a trusting relationship between the management and employees.

Chapter 6: Heat Survey



The safety committee in a facility with a laundry and/ or a kitchen shall perform a routine heat survey to check temperature, humidity, and exhaust and fan systems in the laundries and kitchens. The safety committee may combine kitchen and laundry surveys with the safety inspection.

Appendix 5 - A: Kitchen Heat Survey

Appendix 5 - B: Laundry Room Heat Survey

Chapter 7. Safety Inspections

The safety committee is expected to conduct safety inspections including leased spaces annually. The safety committee may use checklists to inspect the campus facility. The checklists need not be all inclusive but provide as a guidance for inspection. It is recommended that the safety committee creates sub-committees that would inspect different areas at various times. The entire safety committee should not conduct the safety inspection in one area simultaneously. The safety inspection should not disrupt normal work flows, classes or student interactions on the campus. After the inspection process for the campus is completed, the safety committee may review the inspection results and recommend changes for improving equipment or processes.

Appendix 5 - C: Safety Committee - Lab Inspection Checklist

Appendix 5 - D: Building Inspection Checklist

Chapter 8. Occupational Inspections

If there are requests from the employees or Safety Administrator, union stewards can participate in formal occupational inspections (e.g. OSHA compliance visit, Fire inspector visit, etc.). It is recommended that only 1-2 members of safety committee participates in a formal inspection. The entire safety committee should at no time participate in formal occupational inspection to avoid being unwieldy and disruptive to normal campus activities.

Chapter 9. Loss Reviews

The safety committee must address the reports of property damage, injury accident reports and security issues as reported by the employees and/or safety committee members.

To avoid potential recordkeeping violations or mistakes, immediate supervisors of injured employee – who are closer to the incident – are expected to fill out the report. The oversight of safety data itself, such as incident reports or OSHA logs, may be handled by the safety department. However, HR and safety should be working together and keep each other apprised of the work. As a general guideline, if it's something that relates to employment law, then it should be handled by the human resources department. If it concerns OSHA and specific safety and health regulations, then it should be covered by the safety department. Safety committee members must review incidents, near misses and the accident investigation reports. The focus of the review process must not be faultfinding, but fact-



finding. The goal of the review would be to prevent a reoccurrence of the same or similar incident. Committee members may contribute ideas and suggestions for improvements in the process.

The safety committee must review the accidents and incidents in separate categories to facilitate addressing and devising solutions. Often campuses list all categories into one report. It is difficult to notice periodic injury trends, if all incidents such as employee safety, medical, security, disciplinary, occupational health, verbal or physical harassment, driving, student health are listed in the incident report in no particular order or categories. On a periodic basis, the safety committee should review claim summaries and all loss analysis reports in specific categories.

The safety committee should review the annual injury summary report (OSHA 300 log). This will enable the committee members to notice injury trends and address concerns. After review of the information, the safety committee is expected to generate recommendations to the management.

Chapter 10. Safety Information

The safety committee shall provide safety information at all regular and periodic staff meetings. It is recommended to have “An Update on Safety” as an agenda item at the staff meetings. Safety Committee members are expected to share and update safety information to other employees. All relevant safety information is to be shared/ presented.

Safety information at meetings could include:

- a. Safety training update
- b. Program updates e.g. Respiratory protection program, Employee Right to Know
- c. Special emphasis program update e.g. Slips, Trip and falls program; Hover board/ Segway written program.

Section 6: Safety Committee Meeting Minutes

Chapter 1. Meeting minutes

Each campus safety committee is expected to generate meeting minutes after the meeting.

Chapter 2. Format of minutes

The meeting minutes are to be labeled in the following convention:

- MM-DD-YYYY Abbreviated Campus Name (Location*) - Safety Meeting
*(Location to be specified if the campus has multiple sites)

Meeting minutes shall include the list of attendees along with their union affiliation. Top management members must review the meeting minutes and be available to respond to questions and concerns from the committee.

Chapter 3. Distribution of Meeting Minutes

Meeting minutes have to be shared with:

- a. Campus management
- b. Campus union stewards
- c. Committee members
- d. Campus employees via mass email and/ or posted on campus website and physical location frequently visited by employees e.g. cafeteria
- e. Local Union Stewards (e.g. AFSCME)
- f. System Office at Minnesota State

Based on the Safety Perception Survey (conducted state wide in April 2017), employee comments across the system demonstrate that the employees are not generally aware of the safety committee operation and function and perceive the committee to be ineffective.

To address this concern, ensure that the safety committee meeting minutes are distributed via multiple communication methods:

- a. Post meeting minutes: Post the printed copies of meeting minutes in the public areas of campus such as employee lunch rooms, cafeteria, main office area etc. The committee should decide on the number of postings based on the number of buildings and employee distribution in the campus.
- b. Manual distribution: Have printed copies of meeting minutes available at staff meetings or employee training sessions.
- c. Email: Email meeting minutes to all employees in the campus.
- d. Website: Post the meeting minutes on the Campus 'Environmental Health and Safety webpage'.



- e. Members report to department: Ensure that the Safety Committee members relay the Safety committee progress report to their respective departments. Encourage and train the members to share information with all employees.
- f. Members report to respective unions: Ensure that the Safety Committee members relay the Safety committee progress report to their union(s). Encourage and train the members to share information.



Section 7: Communication Plan

Chapter 1. Employees

All employees need to be aware of the presence of the campus safety committee and the committee members. Employees must be able to approach the safety committee members with their safety concerns or issues. Employees are expected to raise safety concerns to their immediate supervisors, safety administrators, union stewards or safety committee members.

Chapter 2. Committee members

Safety committee members play a vital role in communication between the employees and management. The safety committee members are responsible to bring employee safety and health concerns or complaints to management. The safety committee shall act as a problem – solving group to help with the identification and control of hazards. After the meeting, it is important for the members to disseminate the safety information discussed. The safety committee members shall relay information to employees how the employee safety concerns would be addressed. The safety committee members need to inform employees about policies, practices and procedures that promote health and safety at the campus.

Chapter 3. Campus Management

Campus management shall actively support the safety committee and safety stewardship for enhancing the safety culture at the campus. The campus management must ensure that the committee efforts are visible to all employees and all relevant safety information is conveyed to all employees.

Chapter 4. Human Resources

HR plays a crucial role in the communication between campus administration and the employees. HR can convey the safety commitment of Minnesota State and campus administration towards its employees. HR is responsible to make sure that the employee issues and concerns are raised and addressed by administration. This open communication is effective for boosting the employee morale. HR's most important role is to ensure that every campus employee from the top down, understands that occupational safety and health is everyone's responsibility.

Section 8: Training for new Safety Committee Members

Chapter 1. Responsibilities

The safety committee chairperson and technical advisor shall ensure that the new safety committee members are aware of the operations of the safety committee. The new safety committee members shall review the Safety Committee Technical Manual to understand the legal, contractual requirements and functioning of the committee. The entire safety committee and the retiring members of the committee shall ensure that New Safety committee members are informed about their operations.

Chapter 2. Review

The new committee members shall review the minutes of previous meetings as necessary. They shall review the responsibilities of the committee and understand their obligations and duties as a committee member.



Section 9: Continuous Improvement Process for Safety Committee

Chapter 1: Safety Committee improvement recommendations:

- a. The safety committee can organize occasional training sessions to energize members on the safety topics of their interest.
- b. The safety committee should review the building inspection results and address commonly found issues as a group.
- c. The safety committee can invite employees in different job categories to present information of their jobs, hazards and improvement.
- d. The safety committee can invite guest speakers to address specific topics or concerns.

Chapter 2: Annual review

Each year the safety committee's progress should be reviewed in order to evaluate the group's success in helping the campus meet its safety goals and objectives. This will allow both, progress and deficiencies to be identified as outcomes. Depending on these outcomes, the committee's efforts can be refined as necessary to allow the campus to reduce injuries and illnesses as well as enhance the safety culture.

Chapter 3: Improvement Strategies based on 2017 Safety Perception Survey

Each campus can develop improvement strategies based on their 2017 Safety Survey results. The following method would be used to evaluate the effectiveness of the current campus safety meetings by the system office:

1. Track from the submitted campus meeting minutes, if the committee has established
 - a. Long term goals
 - b. Short term goals
 - c. Vision statement
 - d. Mission statement
2. Metrics used to track meetings.
 - a. Frequency of meetings.
 - b. Meeting minutes submitted to System Office.
 - c. Distribution of meeting minutes to campus employees via multiple methods.
3. Metrics used to track group performance.
 - a. Active member participation – tracked by verifying union affiliation.
 - b. Short term goals accomplished year to year.
 - c. Number of issues resolved.
4. The agenda and structure of meetings.
 - a. Evaluate if meeting agenda is distributed in advance.

- b. Agenda format is consistent.
 - c. There is standard structure for meeting conducted.
 - i. Issues discussed and resolved.
 - ii. Meeting minutes recorder.
 - iii. Time keeper appointed.
 - iv. Meeting minutes are consistent.
5. Effective meetings conducted
- a. Visible management support to Safety Administrator/ chairperson.
 - b. Visible/ clear cooperation from HR and other employees to Safety Administrator/ chairperson.
6. Resources used to support the effectiveness of the meetings.
- a. Meetings schedule consistency: in advance, same room and same time of month and quarter.
 - b. Mandatory attendance of members or substitutes.
 - c. Management support for committee activities.

Section 10: Best Practices

Chapter 1: Best Practices in Minnesota State 2015-2016

Meeting minutes submitted by the campuses to system office for 2015 and 2016 were evaluated for their compliance with state statutes, labor contract requirements and best practices. Appendices 10 – A and 10 – B highlight the best practices in the meetings and meeting minutes noted in Minnesota State campuses.

Appendix 10 – A: Best Practices for Safety Committees for Management of Meeting

Appendix 10 – B: Best practices for Safety Committees for Meeting Operations

Related Documents:

- Safety Committee Operating Instructions

Injury Form for Safety Committee

Appendix 3 – A



Agency Claims Investigation

Dept. of Administration
Risk Management Division
Workers' Compensation Program
310 Centennial Office Bldg., 658 Cedar Street
St. Paul, MN 55155
(651) 201-3000
FAX (651) 297-5471

Injured Employee's Name (Last, First, M.I.)	Agency Name
1. _____	4. _____
Date of Claimed Injury (DOI)	Agency Location
2. _____	5. _____
Employee Phone #	
3. _____	

Investigative Questions	6. Describe in detail the tasks, activities, and conditions leading up to the injury/illness.
	7. Describe in detail how the injury/illness occurred.
	8. Describe in detail the injury or illness.
	Complete causal factor analysis on page 2 before proceeding to questions 9-12.
	9. Provide a detailed description of all hazardous conditions, such as defective equipment, excessive noise, natural, or traffic hazards that may have contributed to this injury/illness.
	Primary Hazard Condit Code: <input type="text"/>
	10. Provide a detailed description of all unsafe acts such as failure to use safety equipment, improper use of equipment, or unsafe posture that may have contributed to this injury/illness.
	Primary Unsafe Act Code: <input type="text"/>
	11. Please describe immediate corrective actions you have taken to prevent additional injuries/illnesses.
	12. Please describe all preventative actions you are taking to reduce or eliminate similar hazards in the future.
	13. Name, title and phone number of individual completing this form.
	Name _____ Phone _____
	Title _____ Date of Investigation _____
	14. Agency management review
Name _____ Title _____	



Ensure the ventilation system in the campus kitchen is operating efficiently to:

1. Remove cooking fumes at the source, i.e. at the appliance
2. Remove excess hot air and bringing in cool, clean air
3. Ensure that there are no strong drafts in the kitchen causing discomfort
4. Provide air for complete combustion when appliances are operating and preventing the risk of accumulating carbon monoxide
5. Be easy to clean, avoiding build-up of fat residues and blocked air inlets, which lead to loss of efficiency and increased risk of fire
6. Operates quietly and is vibration free

Other issues to consider in a kitchen walk through:

7. Is there a preventive maintenance schedule for all equipment in kitchen?
8. Are there machine guarding(s) installed on all meat slicers, mixers, baking machines and similar types of equipment?
9. Is there a procedure in place for 'locking out' equipment when cleaning or doing maintenance on it?
10. Is there a house keeping schedule?
11. Are there implemented procedures to mop slippery, wet floors and spills promptly?
12. Are first-aid and burn kits readily available and visibly located?
13. Are there proper fire extinguishers in the kitchen?

General Hazards in Campus/ Commercial kitchens:

1.	High Temperature Equipment	Ovens and broilers, Microwave ovens, Grills and Stovetops, Coffee makers, Deep fryers
2.	Sharp Equipment	Knives, Power slicers/ grinders, Food processors, Box cutters/ tools, Broken glass
3.	Slips and Falls	Slippery floors, Cords, Clutter on floors, Climbing to reach things, Cluttered exits
4.	Chemicals	Dishwashing products, cleaning products, pesticides.

Ensure that:

1. Laundry room is located in main traffic areas preferably not in the secluded areas of buildings.
2. Wastewater from washer is properly drained to avoid unpleasant odors from bleach and detergents.
3. Dryer exhaust is adequately maintained. Both gas and electric dryers must remove hot air, water moisture and lint particles. This is not a natural flow: hot air moves up, lint with water flows down. Even minimum obstacle in the exhaust system will reduce the dryer efficiency. Wherever possible, dryers should be vented individually to the outside.

Other issues to consider in laundry walk through:

4. No defective equipment will be operated until proper repairs are completed.
5. No safe guard or machine guard is removed while operating laundry equipment.
6. Lint is not be allowed to accumulate within the area. Recommend that lint be removed before each use to prevent fires.
7. All laundry chemicals are potentially hazardous if not handled correctly. When handling laundry chemicals follow the precautions as required by the safety data sheet for each product.
8. All laundry appliance operators are trained in safe handling chemicals and machine operation procedures.
9. Each washing machine shall be provided with means for holding open the doors or covers while being loaded or unloaded.

1. Is there an updated Laboratory Safety Information Card?

Guidelines: Display the phone numbers of the emergency personnel (fire department, police department etc. available on or immediately next to every phone).

2. Are other appropriate signs present (i.e. Radioactive Materials, X-rays, Hearing protection required etc.)?

Guidelines: Use warning signs to designate particular hazards. All doors from the laboratory are unobstructed, in case of emergency

3. Is an Eyewash Station available and adequately maintained? Inspection log available?

Guidelines: The Eyewash Station must be easily accessible. The Eyewash Station must be "flushed" weekly (at least 3 minutes) and documented on the inspection tag, attached to the eyewash station or available.

4. Is it ensured that 'No beverages and foods are consumed' in the laboratory?

Guidelines: Forbid smoking, eating and drinking in the laboratory.

5. Is the housekeeping clean, neat and orderly?

Guidelines: Require good housekeeping practices in all work areas.

- Aisles and corridors are free of obstruction and tripping hazards
- The trash containers are noncombustible and emptied regularly
- Combustible storage (boxes and paper) is kept to an absolute minimum

6. Are refrigerators labeled 'No Food or Flammable Storage'?

Guidelines: Food and beverages are not stored in the laboratory refrigerator. Do not allow food to be stored in chemical refrigerators.

7. Are all chemicals and containers properly labeled?

Guidelines: Label all chemicals to show the name of the material, the nature and degree of hazard and the appropriate precautions.

8. Are waste containers properly marked concerning contents?

9. Are all chemical waste containers capped at all times?



Building Inspection Checklist

Appendix 5 - D

Campus Building Inspection Checklist
Employee Name:

Date:
Building Name:

<i>S = satisfactory</i>			<i>U = unsatisfactory</i>			<i>N/A = not applicable</i>		
S	U	N/A		S	U	N/A		
			1. Doors and locks working properly				17. Ladders in good condition and stored properly	
			2. Windows not broken				27. Emergency lighting operating adequately	
			5. Floors and stairway uncluttered and dry. Floors free of slip, trip hazards; including cords, IT wiring, etc.				28. Items not stored closer than 18 inches below sprinkler heads (or 24 inches below ceiling in non-sprinklered buildings)	
			4. Air vents clean, free of dust				29. Sound levels acceptable	
			3. Computer equipment & data security – not accessible to public or left unattended				36. Area free of unnecessary accumulation; storage areas clean and orderly	
			6. Overhead materials secured, to avoid sliding /collapse (no risk of items falling from above).				31. Evacuation maps (present/up to date); Egress routes/exits clear	
			7. Mezzanine/ open sided platform 4 feet or above from adjacent level has a standard railing				32. Fire lanes, hallways and entryways clear of obstructions	
			8. Every stairway has a standard railing				33. Exit lights illuminated; exit signs posted	
			9. Janitors closet clean; mops, rags, boxes, etc. stored properly				34. Fire extinguisher not blocked, in good condition, inspected monthly	
			10. Furniture stable/unbroken				35. Fire pull stations clear	
			13. Power equipment cords & extension cords free of defects; no exposed wiring; no frayed or deteriorated insulation; ground plugs intact				30. Exit hardware and/or fire doors are operational (magnetic hold); no wedges to hold open self-closing doors	
			12. Illumination satisfactory. All stairways and exits are adequately illuminated.				37. Refrigerators/freezers clean and working; food and chemicals not stored together	



		18. Extension cords not used as permanent wiring; extension cords & power strips not “daisy chained”			38. Machine guards in place where applicable (nip points, pinch points, point of operation guarded on all machines)
		20. No improper storage in electrical room.			39. Machines adequately anchored to the floor
		15. Electrical breaker boxes clear (3 foot clearance required)			40. Hydraulic jacks labeled and inspected regularly
		16. Outlets, switches, junction boxes have covers			41. Dryer lint screens clean; washers clean
		21. GFCI present near water sources & functional			42. Restrooms clean and orderly
		19. Extension cords are three wire, three pronged plug, round cord variety			43. Sharps containers in good condition, closed, and locked
		44. Flammables / combustibles stored appropriately			11. Carts, wheel barrows and lifting/carrying equipment in good condition
		26. Compressed gas cylinders properly secured			45. Air and water temperatures acceptable
		14. No holes in walls or ceilings			46. Trash removal schedule appropriate
		22. Proper personal protective equipment in place (gloves, goggles, etc.) if necessary			47. No evidence of bug, insect or rodent problems
		23. Chemical container labeling complete (required: name and hazard warnings)			48. Acceptable general cleanliness and housekeeping
		24. Eyewash station not blocked or obstructed			49. Sidewalks and stairs free from ice and snow
		25. Eyewash stations flushed and documented weekly			50. Grounds / sidewalks surrounding building free from trip hazards



Best practices for Safety Committees - Meeting Management Appendix 10 – A

The campus meeting minutes for 2015 and 2016 submitted to the System Office were reviewed for frequency, thoroughness, and addressing agenda items. Best practices for meeting management were identified among several safety committees. Minnesota State campuses can learn from their peers, adapt or modify their strategies for improvements in their own safety committee management. The following are recommendations from the review:

a. Frequency of meetings:

It is recommended that campuses have at least one meeting per quarter. Generally, safety committees that are meeting frequently have the advantage of addressing safety concerns more promptly.

No.	Average number of meetings for 2015-16	Number of campuses
1	9 or higher	1
2	8 - 9	2
3	7 - 8	1
4	6 - 7	6
5	5 - 6	2
6	4 - 5	4
7	4	2

b. Scheduling meetings:

Campus safety committee schedule and publicizes meeting dates and times, one year in advance.

c. Management Representation on the Safety Committee:

The campus President or designated executive actively participates in every safety committee meeting.

- VP of Finance and Facilities
- Physical Plant Director
- Project Manager
- Instructor
- Registered Nurse
- HR Specialist
- Academic Affairs Support Staff
- Security Coordinator
- Assistant to VP of Finance and Facilities
- Theatre Technician

d. Include Union Affiliation in Meeting Minutes:

The campus has documented participation of representatives of all unions, employee groups and management levels in every safety committee meeting.

Campus Safety Committee Minutes

Bargaining Unit / Department	Member	Present	Absent	Comment
Administrative Support (minutes)				
MSUAASF				
AFSCME – Unit XXX				
AFSCME – Unit XXX				
AFSCME – Unit XXX				
AFSCME – Unit XXX				
Commissioners Plan/HR				
Risk Management				
Interfaculty Organization				
MMA / Residential Life				
President's Designee				
Security				
Safety Officer				
Student Representative				

e. Committee Operations:

Campus safety committee has:

- i. Vision
- ii. Mission statement
- iii. Annual goals

f. Meeting Agenda

- i. Campus follows a standard agenda format for each meeting. Conduct roll call at the beginning of every meeting, followed by the approval of meeting minutes of previous meeting. Meeting minutes are recorded effectively by the designated recorder. Designated timekeeper ensures that a specific time period (10 or 15 minutes) is assigned and documented for each agenda item.
- ii. Discussed as separate issues:
 1. Public Safety and
 2. Occupational Health and Safety.
- iii. When discussing safety issues, campus has categories as:
 1. Old issues
 2. On-going issues
 3. New issues



- iv. The format of the agenda should have
 - 1. Name of the campus or the campus logo.
 - 2. Name of meeting
 - 3. Room Number, Date and time of the meeting
 - 4. List of items to be addressed.

g. Meeting Minutes

- i. Meeting minutes lists entire roll call, members present or absent and guest speakers.
- ii. Meeting minutes have item number with 'Date of Origin' – making it easier to track progress.
- iii. Meeting minutes have 'Meeting Start Time' and 'Meeting End Time'.
- iv. Campus has an item in minutes for 'Good News' to share.
Campus has an item in meeting/ minutes for sharing 'Best Practices' at the campus.



a. Hazard Assessment Reviews:

1. Committee reviews job hazard assessments created by the Safety Administrator. These JHAs can be formatted in 11X17 poster size and posted in the area (near potential hazards) or where employees are working. The JHA includes specific PPE for each piece of equipment or area.
2. Committee reviews safety related questions, to be included in an employee survey.
3. Sub-Committees conduct annual reviews of written campus safety programs.

b. Creation of Workplace Safety and Health Rules:

1. Encourage a positive attitude and perception about the safety committee
2. Encourage committee members to have good attendance at the regularly scheduled meetings
3. Actively participate in the meeting by soliciting solutions to the ongoing and new safety issues
4. Be vigilant about the safety compliance throughout the campus

c. Support a Strong Safety Program

1. Establish a process for employees to provide “Safety Suggestions”
2. Encourage the campus safety committee to be an ‘Idea Generating’ group; not just a ‘Problem Solving’ group. Safety successes are announced during the meeting. Ensure that the information presented at meetings is made available to the constituency groups represented by each committee member.

d. Conducting safety inspections (including leased spaces)

1. Encourage regularly scheduled inspections of campus areas
2. Safety administrator creates annual safety committee inspection information packet
 - i. Teams
 - ii. Building assignments and floor plans
 - iii. Details of inspection protocol and documentation
 - iv. List of items typically not in compliance.
3. Safety administrator creates an annual inspection findings review process:
 - i. Management assigns work orders as required for regulatory compliance
 - ii. Committee analyses, summaries and reviews findings
 - iii. Members brainstorm solutions to prevent future repetitions



- e. Review of Property Damage, Personal Injury Accident Reports and Security Issues:
Establish processes for documenting these issues in meeting minutes. Examples are:

1. Injury Summary for mm/dd/yyyy - mm/dd/yyyy

INJURY/ ILLNESS	BODY PART	CAUSE	SOURCE	MEDICAL	LOST DAYS	RESTRICTED DUTY	OSHA	HAZARDS
Strain	Knee, Left	Overexertion	Box of paper	Y	0	0	Y	N

2. Incident and Accident review

	Current year	Previous Year
First report of injuries (Quarter/ Months)	XX	XX
Recordable (Quarter/ Months)	XX	XX
Total FRI year to date	XX	XX

3. Motor Vehicle Accident Review

Motor Accidents (Quarter/ Months)	Campus/ state owned vehicles - XX
	Employee owned vehicles - XX
Costs	\$ XXXXX

4. Review each item separately during the safety committee meeting
 - i. incidents reports
 - ii. property damage and theft reports
 - iii. near miss reports
 - iv. hazardous conditions reports
5. Have separate discussion items for
 - i. Employee injuries
 - ii. Student injuries
6. The HR department and the safety department collaborate to establish a process to address employee injuries & student injuries separately. The safety department evaluates the common injuries for both groups to implement effective solutions with assistance of the safety committee
7. Establish a process for employees to report near-miss incidents
8. Ensure employee injuries are reported to their supervisor; student injuries are reported to safety administrator.
9. Address these issues in a systematic format: Incident summary (since last meeting)
Total Injuries & Illnesses reported (employees & non-employees) = # for Quarter
YYYY
 - i. Total Non-Employee Injuries & illnesses reported = XX
 - ii. Total Employee First Aid or report only = XX
 - iii. Total Employee OSHA recordable = XX

- iv. Spills/ Mishaps/ Near Misses = XX
 - v. Unsafe Campus conditions?
- f. Bring Employee Safety and Health Concerns to Management
 - a. Have a through and established process for employees to raise safety issues
 - i. Safety concern form
 - ii. Asbestos concern form
 - b. Ensure the campus meeting minutes have a separate category for raising safety concerns.
- g. Provide Safety Information at Staff Meetings
 - a. Establish a process to ensure that the information presented at the Campus Safety meeting is made available to the constituency groups represented by each committee member.