

UAH Facilities & Operations Safety Committee
December 11, 2018
UAH Campus
Physical Plant Building; Room 108
2:30 pm to 3:30 pm

I. Call to order by Kristy Olive

II. Roll Call of members:

John Dant (HVAC) – absent
Reyna Coleman (Custodial Services) – absent
Kristi Dendy (OEHS) – present
Ricky Dempsey (Electrical) –absent
Daniel Cooper (Grounds) – absent
Jon Whaley (Housing) – present
John Kennedy (Maintenance) – absent
J.D. Bingman (Plumber) – present
Kristy Olive (OEHS) – present
Kim Fuller (Systems Support) – absent
Quanteaus Jones (Maintenance) - present

III Approval of Minutes – No minutes to approve. Committee has not met since 2016.

IV. Unfinished Business
None

V. New Business

- I. Determination of whether the committee will have a chair or rotate the chair and recordkeeping position. After discussion, it was agreed by consensus to rotate the positions. For the May meeting, J.D. Bingman will be the chair and Ricky Dempsey will be the recordkeeper.
- II. Goal of committee – The floor was opened for discussion on what the goal of the committee should be. J.D. Bingman proposed that each committee member send out an e-mail to their group a month before the meeting and find out what safety concerns their groups have.

VI. Facility & Safety Updates – Kristi Dendy gave a brief presentation on Job Hazard Analysis and the existing Facilities and Operations safety manual. She will be working to update the safety manual. She proposed to the group that each group member complete one JHA for their group before the next meeting in May. She offered her assistance with the process. It was proposed that the group focus on non-routine high hazard tasks first.

VII. Safety Timeout

- a. Jon Whaley requested assistance from OEHS to move latex paint from Charger Village I. Kristy Olive agreed to transfer the paint.

- b. Kristi Dendy asked what the procedure is for Maintenance to order uniforms. Quanteaus Jones responded that the technicians see Annette to get an order form and then give it to Q or Tony for approval.
- c. Quanteaus Jones noted that some fiberglass ladders have been ordered and that they will need to special order some with a weight limit greater than 300 lbs.
- d. Several tasks were mentioned as potential tasks for JHA's. How to get the mower elevated for repairs, How to properly unload fuel at Central Plant was as another.
- e. J.D. Bingman asked when the backhoe class was scheduled. Kristi Dendy responded that they were trying to get it set up for the first quarter of 2018.
- f. It was noted that Central Receiving does not seem to be loaning out their forklifts so forklift training for Facilities may not be needed.
- g. It was noted that Scaffolds have to be built to change out light bulbs in some areas in CVI and CVII.
- h. Some of the members of the maintenance group indicated that allowing maintenance representatives from each craft to walk through the buildings before the university accepts it as complete might prevent some of the issues with access to pumps and lights.
- i. Quanteaus Jones noted that Tony has been in contact with the Architects to address the issue raised in h.

VIII. Adjourn

Group agreed to adjourn by consensus.

/klo