

**Present:**

Michele Adams	Jeff Amundson
Renee Bruckschen	Joshua Cotillier
Julie Dahl	Teresa Ellis
Tim Greene (Chair & Recorder)	Mary Hansen
Bryan Kooser	Tim McNulty
Doug Pearson	Gale Powers
Lance Powers	Jay Scherer
Anne Sheridan	Dennis Sherwood

**Guests:**

- Jim Blumreich (NWTC & DMI Board Member)
- Adam Leisten (Pollution Control)
- Kevin Masters (Grainger)
- Anne Romaine (United Heartland)
- Steve Stoeger-Moore (DMI)
- Ron Wilkie (Sperian/Miller)

**Topic:** Welcome & Introductions

**Discussion:** Welcome new Members & Guests

**Topic:** In-House Tool & Equipment Fabrication, Issues/Concerns/Liabilities (Open Discussion).

**Discussion:** Several colleges had asked questions regarding the liabilities the college would assume should the college employees or students make/fabricate items such as equipment, tools, or machine guards for college use or items to be sold. Some examples shared were:

- Modifications on tools for shop use by students,
- Machine guards made by college employees for instructional use,
- Concrete parking pad installation by students for college vehicles,
- Items made by students as project to be sold to public.

It is important to understand any student that has an injury while working on a project for the college's benefit would be covered under the college's workers compensation program for medical expenses. Should an item made, repaired, or modified by a student or employee fail and cause injury, the college would assume the liability.

Consider the exposures:

- Who will be supervising the activity or construction of the item?
- What materials will be used, are they compatible, new or recycled?
- What is the person's experience/knowledge level who will be doing the actual work?
- Establish the level of PPE that will be required to reduce injury.
- Will there be an inspection process as the project progresses?
- Has sufficient time been assigned for the completion of the project?

This is not a complete list of exposures to be considered. This type of list will vary depending on the type of project. It is important that DMI is not telling college's not to do their own in-house fabrications or not to give students learning experiences that correlate with their learning objectives. The goal of this discussion was to provide a basic understanding of exposures; looking at costs, risks, controls, and benefits so colleges can make informed decisions with these types of projects.

**Topic:** Conducting Workplace Ergonomic Assessments – “Train the Trainer” (Anne Romaine).

**Discussion:** Anne presented information on the Loss Control Services provided by United Heartland. Listed below are some of the topics covered:

- Evaluations of loss exposures (jobsites and safety programs)
- Management presentations (personalized based on needs/requests)
- Assistance with modified duty practices
- Training assistance
- Experience modification projections and loss history
- Environmental Health testing
- Machine guarding surveys w/recommendations
- True cost & cost benefit analysis, loss drivers, control implementation, and overall loss impact.
- Ergonomic assessments and task analysis including training college staff to conduct basic assessments.
- Safe patient handling training for healthcare faculty
- Refinement of safety programs for management, supervisors and employees.

This handout was included in the e-packet sent prior to this meeting and will be posted on the DMI website: [www.districtsmutualinsurance.com](http://www.districtsmutualinsurance.com). Click on Risk & Loss Control Committee Resources button.

**Topic:** Waste Determination & Waste Management (Adam Leisten).

**Discussion:** Adam provided a tremendous amount of information that covered a number of state and federal regulations as they pertain to waste disposal and waste management. Some of the highlights covered were as follows:

- CERCLA – Comprehensive Environmental Response Compensation Liability Act
- CFR – Code of Federal Regulations (CFR 40, Environmental Protection Agency and CFR 49, Department of Transportation)
- WI DNR – Wisconsin Department of Natural Resources (NR 600, Environmental Protection-Hazardous Waste Management)
- Land Disposal Restrictions
- Violations and fine structures
- RCRA – Resource Conservation Recovery Act (listed hazardous waste codes)
- Reportable quantities
- Satellite accumulation areas
- Waste generator status & related requirements with each classification

- TCLP – Toxic Characteristic Leaching Procedure (as waste breaks down, what could be released into the environment)
- Treatment, Storage and Disposal Facilities
- Waste Identification
  - Types
  - Excluded
  - Listed
  - Characteristic
  - State Regulated
  - Universal Wastes
- Waste name by DOT standards
- Packaging of wastes
  - Performance Oriented Packaging Standards
- Accumulation of waste
  - Satellite rules
  - 90 day accumulation areas
- Labeling of waste
- Manifests
- Emergency Response Guide Book – a “must have” reference

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**Topic:** Fall Protection Programs & Ladder Safety (Ron Wilkie & Kevin Masters)

**Discussion:** Ron provided an overview of a Fall Protection Program. Ken followed with information on Ladder Safety. Highlights of their presentation are as follows:

- Establishing the need for a Fall Protection Program
- US statistics of fatalities
- Fall statistics (injuries with lost time, fatalities)
- Regulatory Review (OSHA Standards)
  - Construction Standard
  - General Duty Clause
- When is Fall Protection Needed
- Recognition
  - Hazard Identification
- Evaluation
  - Risk Potential
  - Degree/Severity
  - Prioritize Hazards
- Control
  - Prevention – strategy
    - Engineering, e.g. guarding
    - Administrative, e.g. SOP, program, training
- Protection
  - PPE/Fall arrest system

- Fall Prevention & Protection
  - Conventional Systems
  - Specialized Systems
- ABC's of Fall Protection
  - Anchor Points (5K lbs/worker)
  - Body Wear (Harnesses and Body Belts)
  - Connection Devices (limit free fall force to 1800 lbs, worker cannot free fall more than 6 feet)
    - Lanyards
    - Fall limiters/Retractable
- Fall Protection Applications
  - Fall Arrest
  - Positioning
  - Ladders
  - Rescue
- Ladders
  - Fixed
    - Above 24' require cage, wells, ladder safety devices
  - Portable
    - Establish safe work practices
    - Three points of contact
    - Match the ladder to the work to be done
    - Implement an inspection program

Several handouts on these topics were included in the e-packet sent prior to this meeting and will be posted on the DMI website:

[www.districtsmutualinsurance.com](http://www.districtsmutualinsurance.com). Click on Risk & Loss Control Committee Resources button. Additional information will be sent via email.

**Topic:** DMI Safety Training Kit, Sept/Oct/Nov, Status Check (Tim Greene)

**Discussion:** Topics for September;

- Hazard Communication – this training provides information on terms, basic points of the Haz-Com Program, Material Safety Data Sheets, Chemical Rating Systems (NFPA & HMIS), Haz-Com team exercise and competency check. Further details for developing a training program including handout materials can be found on KellerOnline.

Topics for October;

- Fire Safety & Prevention as well as an Emergency Response Drill – this training included fire safety guidelines, prevention materials, PowerPoint Jeopardy game, Evacuation drill and an Evacuation Drill critique. This is also the month that the NFPA promotes Fire Safety Awareness Week. Consider working with your student government to help promote awareness.

Topic for November;

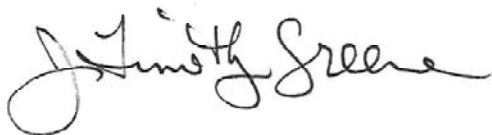
- Winter Weather Safety – training provides a PowerPoint on cold stress which includes Hypothermia, Frostbite and other health problems. Facilities staff whose work requires them to be exposed to cold/damp conditions should be one of your target groups for training.
- Powered Industrial Truck Safety – understanding forklift hazards, how to respond to hazards, a forklift accident scenario, forklift safe practices and, a variety of case histories (written exercise on “how would you respond”). Retraining is required every three years. KellerOnline has a wide variety of materials as well as a classroom training program. Your college will need to conduct the actual hands on driver testing.
- Flu Preparedness – this program was originally developed based on the possibility of the spread of bird flu (H5N1). As we know, the flu we need to be concerned with last year was the swine flu (H1N1). Encourage your students and employees to get their flu shots, consider hosting a flu shot clinic on your campuses. Promote good hand washing as well as cough and sneeze etiquette. DMI will be posting a hand washing notice that you are free to download and reproduce.

**Next Meeting:** Thursday, January 20, 2011 – MATC Madison West Campus  
Thursday, April 21, 2011– location to be determined  
**Wednesday**, July 13, 2011– location to be determined

These meeting dates have been sent to all members; please let me know if you were not included.

**Future Topics:** Hazard Communication Programs  
Safety Committee Formation

Respectfully submitted:



J Timothy Greene  
DMI Risk & Loss Control Consultant

Related Handouts sent in advance of the meeting via E-Packet:

- Meeting Agenda
- United Heartland Loss Control Services PPT handout
- Waste Determination & Waste Management PPT handout
- Ladder Safety handouts
- Fall Protection handouts