



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, July 20, 2017 10:00 AM - 11:30 AM

| MEMBERS            | REPRESENTING             | ATTENDANCE | PHONE    | EMAIL  |
|--------------------|--------------------------|------------|----------|--|
| Bruce Barr         | UVM - FD&C               | Absent     | 316-1878 | <a href="mailto:Bruce.Barr@uvm.edu">Bruce.Barr@uvm.edu</a>               |
| Caleb Gilbert      | UVM - Custodial Services | Absent     | 6-4214   | <a href="mailto:Caleb.D.Gilbert@uvm.edu">Caleb.D.Gilbert@uvm.edu</a>     |
| Colin Barch        | UE - PPD                 | Absent     | 6-2186   | <a href="mailto:Colin.Barch@uvm.edu">Colin.Barch@uvm.edu</a>             |
| David Hamilton Sr. | UE - PPD                 | Present    | 922-0098 | <a href="mailto:David.Hamilton-Sr@uvm.edu">David.Hamilton-Sr@uvm.edu</a> |
| Francis Churchill  | UVM - Risk Management    | Absent     | 6-5405   | <a href="mailto:Francis.Churchill@uvm.edu">Francis.Churchill@uvm.edu</a> |
| Jeff Hatin         | UE - Res. Life           | Present    | 6-2614   | <a href="mailto:Jeffrey.Hatin@uvm.edu">Jeffrey.Hatin@uvm.edu</a>         |
| Mike Altman        | UVM - TPS                | Present    | 6-0795   | <a href="mailto:Michael.Altman@uvm.edu">Michael.Altman@uvm.edu</a>       |
| Mike Wells II      | UE                       | Present    | 310-4888 | <a href="mailto:Michael.Wells-II@uvm.edu">Michael.Wells-II@uvm.edu</a>   |
| Michele Guyette    | Clerk                    | Present    | 6-7233   | <a href="mailto:Michele.Guyette@uvm.edu">Michele.Guyette@uvm.edu</a>     |
| Theresa Gorman     | UVM - Risk Management    | Absent     | 6-7857   | <a href="mailto:Theresa.Gorman@uvm.edu">Theresa.Gorman@uvm.edu</a>       |
| Vince Brennan      | UVM - PPD - TCO          | Present    | 6-7233   | <a href="mailto:Vincent.Brennan@uvm.edu">Vincent.Brennan@uvm.edu</a>     |

Note : **BOLD** = Action Item

## Previous Minutes:

Minutes from June 22, 2017 were not approved due to the small numbers of attendees at the meeting.

## OLD BUSINESS:

**Job Hazard Analysis information:** Francis will create a web page under the Risk Management website, all Job Hazard Analysis information, trainings and tips will be stored at this location. Due to UVM switching its web platform to Drupal, it will take at least 6 months for the page to be created. **No action was taken. Issued tabled.**

It was discussed that both Management and Labor should come together to identify hazards and document through JHA's. It is important that front line staff participate and to work safely. The following steps should be taken if a hazard is identified: First, start with notifying immediate Supervisor and follow the Chain of Command; Second, send an email notification to [safety@uvm.edu](mailto:safety@uvm.edu). **Francis will inform Labor on the process via e-mail. No action was taken. Issued tabled.**

**UVM Contractor's Handbook:** Theresa Gorman, Risk Management Department finished editing the UVM Contractor's Handbook. The handbook is being reduced to remove duplicate information and will direct contractors to the specific plan or contact. **Theresa will present the handbook to Francis for revisions this month. No action was taken. Issued tabled.**

**Window Blinds:** Jeff Hatin reported a concern regarding changing/repairing window blinds at University Heights. Caleb, Francis and Jeff went over to UH to check the windows. **Francis was going to look for specific equipment to be use on those windows. No action was taken. Issued tabled.**

**Delehanty Hall Electrical Guidelines:** Francis and Stephen Znamierowski met at Dr. Berman's lab in Delehanty Hall to create written electrical guidelines. **Steve Z. will post those on the TCO's Website. No action was taken. Issued tabled.**

**Replace or Change the location of the Light Switch at the New Centennial Bldg.:** Colin reported to the committee that at the new Centennial Building there is a room that was designed for electrical storage and it is accessed by trade employees only. The problem is that the room is really dark and when they open the big overhead doors, they need to walk into the room in order to turn the lights on. Colin would like for safety reasons to switch the cage light or to replace it to sensor lights, so when they open the door the lights would turn on. **Vince will generate a Work Order. No action was taken. Issued tabled.**

**Hearing Conservation Program Follow up:** Vince will conduct noise monitoring for grounds employees. Vince spoke with Rose Leland and Shannon Cavanaugh to get employees scheduled for tests starting in September.

## NEW BUSINESS:

**UVM Safety Audit at the Transportation & Parking:** Mike Altman from Transportation & Parking Services (TPS) would like to bring to attention to the committee the importance of keeping manuals. As a result of an audit they are now searching for hand manuals online. David Hamilton recommended that all employees that use hand power tools, like Athletics, Custodial Services, and Grounds be trained to use those machines. **David will send an email to different union members addressing this issue and recommending that they keep manuals with the tools and equipment. He will also recommend that all employees be trained on how to operate those tools.**

**Use of Cellphones while Driving:** Jeff Hatin emailed Francis and Peter to report employees talking on the phone while driving an UVM vehicle. He has not heard from them. **Vince asked Jeff to forward the email to him, so he can check on the status of it.**

**CAMPUS WORK SITE UPDATES:**

Please visit the Campus Construction website for updates: <http://www.uvm.edu/~arch/?Page=construction.html>.

**ACTION ITEMS:**

- Theresa will update the UVM Contractor's Handbook and present it to the committee when it is done.
- Francis will inform Labor via e-mail on the process of identifying hazards and documentation through JHA's.
- Francis will look for specific equipment to be use on UH windows.
- Stephen Znamierowski will post written electrical guidelines from Dr. Berman's lab in Delehanty Hall on the TCO' Website.
- Vince will generate a Work Order to Replace or Change the location of Light Switchers at the New Centennial Bldg.
- David will send an email to different union members addressing the importance of keeping tools and equipment manuals together. He will also recommend that all employees be trained on how to operate those tools.
- Jeff will forward to Vince an email sent to Francis and Peter regarding employees talking on the phone while driving an UVM vehicle.

**Next meeting:  
Friday, July 29, 2017 – 1:00 PM to 2:30 PM at 284 East Ave. – Conference Room**