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MINNESOTA DEPARTMENT OF
LABOR & INDUSTRY

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1-800-342-5354
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September 28, 2015

Mr. Joseph Rick
Safety Officer
St Cloud Technical and Community College
1540 Northway Drive
Saint Cloud, MN 56303

Dear Mr. Joseph Rick:

In response to your request, Vikki Sanders conducted a Limited Service Safety consultation survey at your site. Enclosed is a report that includes the identified serious hazards, projected schedule for correction, and a *Hazard Correction Form* used to record the corrective actions on the identified hazards. Please use Visit Number 506999341 when referencing this report.

The *Hazard Correction Form* should be completed on-line at <https://secure.doli.state.mn.us/hazards/> utilizing the visit number 506999341 and this visit key 27337. If you do not have computer access the form can be mailed or faxed to us. Diligence in timely abatement correction and reporting is an expected component of the consultation process.

It is imperative that you meet the above requirements because Workplace Safety Consultation activity can affect Minnesota OSHA Compliance inspections. A consultation can affect the priority of a *programmed* OSHA Compliance safety or health inspection; however, an *unprogrammed* compliance inspection, which includes accidents, complaints, referrals and follow-ups, takes priority over a consultation in progress. With written verification, the changed priority can begin 10 business days prior to the scheduled visit date. It expires on the latest correction due date indicated on the *Hazard Correction Form*.

If needed, an employer must submit a written request with information on interim protection for an extension prior to the due date, ensuring adequate time for Workplace Safety Consultation review. If the request is approved, the "in progress" time frame is extended and a letter granting the extension will be sent, indicating the new correction date. If the request is denied, the "in progress" time frame remains as originally indicated. In the event of a *programmed* inspection, Minnesota OSHA Compliance will need to see written verification of any "in progress" consultation activity before withdrawing from this planned inspection.

It must be noted that a Compliance Officer is not legally bound by the advice we have given you, or by any failure on our part to point out any specific hazards, nor are they bound by our hazard classifications. You may, but are not required to, furnish a copy of this report to the Compliance Officer.

The report contains recommendations about how to: correct identified hazards, prevent their recurrence, and improve management practices for ongoing, systematic hazard prevention. This helps to ensure your program's effectiveness in preventing worker injuries and illnesses. We encourage you to inform your employees of the action you take. This knowledge will help them to do their part to maintain a safe and healthful workplace and it will let them know of your concern for their welfare.

Thank you for seeking our assistance. If you need additional information, we encourage you to contact us at (651) 284-5060.

Sincerely,

A handwritten signature in black ink that reads "Roslyn C. Robertson". The signature is written in a cursive, flowing style.

Roslyn C. Robertson
Workplace Safety Consultation Director

MNOSHA Workplace Safety Consultation Program
Workplace Safety Consultation Report

For

St Cloud Technical and Community College
1540 Northway Drive
Saint Cloud, MN 56303
Visit Number: 506999341

Submitted By:

Vikki Sanders
Department of Labor and Industry
Workplace Safety Consultation
443 Lafayette Road North
St Paul, MN 55155
Phone: (651) 284-5060
Fax: (651) 284-5739
1-800-657-3776

INTRODUCTION

At the request of Mr. Joseph Rick, Safety Officer, a Limited Service Safety hazard survey was conducted with St Cloud Technical and Community College at 1540 Northway Drive, Saint Cloud, MN 56303 by Vikki Sanders from the Minnesota Department of Labor and Industry.

The observed hazards detailed in this report are identified by item number and are referenced to the appropriate OSHA standards.

A **Serious** hazard is a condition that could result in an injury or illness that causes prolonged or temporary impairment of the body or substantially reduces efficiency on or off the job. Examples of such injuries are amputations, fractures, deep cuts involving significant bleeding, disabling burns, and concussions. Included under serious hazard is **Imminent Danger**. These are hazards that can reasonably be expected to cause death or serious physical harm immediately or before this written report is received. Any such hazards would have been corrected immediately, and no correction dates or correction method would appear in the *Report of Hazards Found*.

Hazards identified as **Serious** must be corrected by the correction due date and written notification of how the hazards were corrected must be sent to us by that date. An extension of the time frame set for the correction of the serious hazards may be requested in writing if you have made a good faith effort to correct the hazards, show that the delay was beyond your control, and give assurance that interim safeguards are in use to protect employees from the hazards.

Other-Than-Serious hazards, as defined by OSHA, lack the potential for causing serious physical harm, but could have a direct impact on employee safety and health. We encourage you to correct these hazards.

Regulatory hazards reflect violations of OSHA posting requirements, record-keeping requirements, and reporting requirements as found in 29 CFR 1903 and 1904. We encourage you to correct these hazards.

OVERVIEW OF CONSULTATION ACTIVITIES

This survey included an opening conference, a walk-through of the work site, Saint Cloud Technical and Community College, and a closing conference. The opening conference was held with: Joseph Rick - Safety Director SCTCC, Brian Johnson - Maintenance Supervisor SCTCC, Don Beckering - System Office Safety Director, Connie Doenz - Pine Technical College GMW, and Ajeet Yadav - Central Lakes College Safety Director. The opening conference included a review of the Consultation Program and the employer's obligation to correct any items classified as "serious" under current OSHA standards.

The walk-through included a survey of this was a limited inspection of the facilities and maintenance areas... Joseph Rick - Safety Director SCTCC, Brian Johnson - Maintenance Supervisor SCTCC, Don Beckering - System Office Safety Director, Connie Doenz - Pine Technical College GMW, Ajeet Yadav - Central Lakes College Safety Director, Sarah Posssail - SCTCC IT Services, Chris Jensen - SCTCC IT Services, Jaimie Schranel - Staff, and Brian Johns - Building and Grounds Supervisor accompanied the consultant during the walk-through. In addition, five employees were interviewed during the consultation survey. During the closing conference, attended by: Joseph Rick - Safety Director SCTCC, Brian Johnson - Maintenance Supervisor SCTCC, Don Beckering - System Office Safety Director, and Connie Doenz - Pine Technical College GMW, a review of the hazards identified during the survey was conducted. After a discussion of the recommended abatement

procedures, the time frame for correction of serious hazards was agreed to by the employer's authorized representative and the consultant. Findings of the safety and health management system evaluation were also discussed, and recommendations were provided for some management elements requiring further improvement.

NOTICE OF OBLIGATION

As you know, we are required to notify the Occupational Safety and Health Administration (OSHA) if serious hazards are not corrected within the required time(s). Extensions may be granted if you encounter difficulties completing correction within these time frames, but we must receive your request for an extension, in writing, before the correction due date.

Should you need an extension for one or more hazard items, you can use the bottom section of each hazard item listed in the *Hazard Correction Form* to make that request. Please see the guidelines listed in the *Hazard Correction Form* page. Extension requests shall be documented on The *Hazard Correction Form*, which can be completed on-line at <https://secure.doli.state.mn.us/hazards/> utilizing the visit number 506999341 and this visit key 27337. If you do not have computer access, the form can be mailed or faxed to us.

Although we are not required to notify OSHA if other-than-serious hazards are not corrected, these hazards could result in injury to your employees. Moreover, your company would be subject to citations for them in the event of an OSHA enforcement inspection.

In the event of an OSHA inspection, it is important to remember that the Compliance Officer is not legally bound by the consultant's advice or by the consultant's failure to point out a specific hazard. You may, but are not required to, furnish a copy of this report to the Compliance Officer, who may use it to determine your good faith efforts toward safety and health and reduce any proposed penalties. You are, however, required to furnish any employee exposure data from this report as required by 29 CFR 1910.1020.

Attachment - Report of Hazards Found

Item: **0001** Instance: **A**
Standard: **1910.303(b)(1)(vii)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.303(b)(1)(vii): Examination of electrical equipment must include classification by type, size, voltage, current capacity, and specific use:

In Room 215, the IT department employees had daisy chained extension cords and power strips together in several places

Recommended Action: Do NOT plug a Surge Protector / Power Strip into an existing Surge Protector / Power Strip. This practice is called “daisy chaining” or “piggy backing” and can lead to serious problems. Do NOT use extension cords with power strips – The additional length results in additional resistance of the assembly and can cause excessive heat and/or electrical overloading.

* All Surge Protectors / Power Strips should be UL (Underwriters Laboratory) or ETL (Electrical Testing Laboratories) approved. (Units typically labeled 0

* There should only be one surge protector / power strip plugged into a single duplex outlet.

* Do not locate the Surge Protector / Power Strip in an area where the unit will be covered by carpet, furniture or any other item that will limit or prevent air circulation.

* Do not staple, tack, or tape a Surge Protector / Power Strip.

* Visually inspect all Surge Protectors / Power Strips on a regular basis to ensure that they are not damaged or show any signs of degradation. During the visual inspection, ensure that the plug is fully engaged in their respective outlets.

Item: **0001** Instance: **B**
Standard: **1910.303(b)(1)(vii)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.303(b)(1)(vii): Examination of electrical equipment must include classification by type, size, voltage, current capacity, and specific use:

In the Bookstore there was daisy chaining of a 15 amp power strip to another power strip and 3 compressors.

Recommended Action: Do NOT plug a Surge Protector / Power Strip into an existing Surge Protector / Power Strip. This practice is called “daisy chaining” or “piggy backing” and can lead to serious problems. Do NOT use extension cords with power strips – The additional length results in additional resistance of the assembly and can cause excessive heat and/or electrical overloading.

* All Surge Protectors / Power Strips should be UL (Underwriters Laboratory) or ETL (Electrical Testing Laboratories) approved. (Units typically labeled 0

* There should only be one surge protector / power strip plugged into a single duplex outlet.

- * Do not locate the Surge Protector / Power Strip in an area where the unit will be covered by carpet, furniture or any other item that will limit or prevent air circulation.
- * Do not staple, tack, or tape a Surge Protector / Power Strip.
- * Visually inspect all Surge Protectors / Power Strips on a regular basis to ensure that they are not damaged or show any signs of degradation. During the visual inspection, ensure that the plug is fully engaged in their respective outlets.

Item: **0002** Instance: **A**
Standard: **1910.159(c)(10)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.159(c)(10): The employer shall assure that sprinklers are spaced to provide a maximum protection area per sprinkler, a minimum of interference to the discharge pattern by building or structural members or building contents and suitable sensitivity to possible fire hazards. The minimum vertical clearance between sprinklers and material below shall be 18 inches (45.7 cm):

In room 215, materials were stored too close to the sprinkler heads

Recommended Action: Make sure that there is a peripheral clearance of at least 18" of storage of material from sprinkler heads to prevent interference to the discharge pattern by building or structural members or building contents.

Item: **0003** Instance: **A**
Standard: **1910.151(c)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.151(c): Where employees were exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes were not provided within the work area for immediate emergency use:

In It Room 211 the eyewash was blocked and had not been checked on a weekly basis. When tested there was no pressure from the eyewash.

Recommended Action: Check the chemicals and processes in the area and see if there is a need for an eyewash. If there is no need because you are not using caustic chemicals remove eyewash or make sure that eyewash is in good working order according to ANSI standards and that it is not blocked and marked accordingly.

Item: **0003** Instance: **B**
Standard: **1910.151(c)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.151(c): Where employees were exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes were not provided within the work area for immediate emergency use:

The eyewash in the maintenance department was blocked by storage of materials

Recommended Action: Check the chemicals and processes in the area and see if there is a need for an eyewash. If there is no need because you are not using caustic chemicals remove eyewash or make sure that eyewash is in good working order according to ANSI standards and that it is not blocked and marked accordingly.

Item: **0003** Instance: **C**
Standard: **1910.151(c)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.151(c): Where employees were exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes were not provided within the work area for immediate emergency use:

In the boiler room where caustic chemicals are added to the boiler, the eyewash was not working.

Recommended Action: When using caustic chemicals make sure that eyewash is in good working order according to ANSI standards and that it is not blocked and that it is marked accordingly. Please see attached eyewash manual for further guidance on when an eyewash or shower is needed. In general, adequate eye and face protection and protective clothing should be provided if an eyewash or eyewash and shower is required. Please note that the use of personal protective equipment does not change the requirement for an eyewash or shower.

Item: **0004** Instance: **A**
Standard: **1910.132(d)(1)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.132(d)(1) and (2): A hazard assessment was not made of the workplace, with a written certification, to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment:

There was no personal protection equipment assessment for high hazard jobs. There were several areas that personal protection equipment was observed laying around but not in good usable condition or it was not known what the personal protection equipment was used for. This included respirator use, fall protection, goggles or aprons when dealing with caustic chemicals and there was no personal protection equipment assessment for high hazard jobs. A personal protection equipment hazard assessment should be done for maintenance department areas such as boiler, fall protection, respirator use and eye protection including eyewash or showers.

Recommended Action: The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). Once needs are determined, proper PPE shall be provided and its use encouraged or enforced.

Item: **0005** Instance: **A**
Standard: **1910.22(a)(1)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.22(a)(1): Place(s) of employment shall be kept clean and orderly, or in a sanitary condition:

In the It room 211 the materials and equipment in the room blocked the exits, eyewash, electrical power switch to the compressor and there was not proper access for exit egress because aisle ways were reduced to less than 28' making tripping hazards and blocked egress. Ladders were stored in hallway leading to the marked exit reducing access. Cords ran across the aisle ways creating tripping hazards.

Recommended Action: Clean area so that aisles, safety equipment, and exits are not blocked. Make sure that exits are marked properly and that employees have a safe access out of the room. Store ladders and other equipment securely so that they do not block aisles or exits. Remove cords that run across the aisle way and create tripping hazards.

Item: **0005** Instance: **B**
Standard: **1910.22(a)(1)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.22(a)(1): Place(s) of employment shall be kept clean and orderly, or in a sanitary condition:

In the Maintenance Warehouse

Eye wash was blocked and also fire extinguishers.

Recommended Action: Materials need to be placed in an orderly fashion to prevent tripping hazards and also to prevent blocking of emergency equipment

Item: **0006** Instance: **A**
Standard: **1910.37(b)(7)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.37(b)(7): Each exit sign did not have the word "Exit" in plainly legible letters not less than six inches (15.2 cm) high, with the principal strokes of the letters in the word "Exit" not less than three-fourths of an inch (1.9 cm) wide:

The exit sign in room 211 did not have wording that was the standard 6" in height nor three-fourths of an inch in width. The exit access was blocked and the exit was not illuminated.

Recommended Action: Determine the exit access from room 211 and mark it with a standard EXIT sign that is illuminated

Item: **0007** Instance: **A**
Standard: **5206.1000(7)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: Minn. Rules 5206.1000 subp. 7: The employer shall ensure that each container of hazardous substances in the workplace that is not labeled in accordance with the requirements of this part, is labeled, tagged, or marked with at least the following information: the identity of the hazardous substance and the appropriate hazard warning:

in the IT area hazard spray bottles did not include the ingredients or hazard warning of contents. also in the maintenance department spray bottles did not have label for unknown ingredients.

Recommended Action: make sure that hazardous chemicals are labeled, tagged, or marked with at least the following information: the identity of the hazardous substance and the appropriate hazard warning. This includes secondary containers that are not in the possession of the user.

Item: **0008** Instance: **A**
Standard: **1910.37(b)(2)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.37(b)(2): Exits were not marked by a readily visible sign reading "Exit":

The three exit doors did not have illuminated exit signs.

Recommended Action: Provide an emergency exit sign that is illuminated. Also evaluate emergency evacuation plan to see if the exits doors are appropriate to use as exits.

Item: **0009** Instance: **A**
Standard: **1910.157(c)(1)**

Hazard Type: **Other**
Correction Due Date:

Description: 29 CFR 1910.157(c)(1): Portable fire extinguishers were not mounted, located and identified so that they were readily accessible without subjecting the employees to injuries:

In the kitchen area there was not a distinct way to locate and identify the fire extinguisher through signage or color coding the wall.

Recommended Action: Provide appropriate fire extinguishers for the work environment. The local fire department should be able to assist in determining the type and number of extinguishers that are required. Alternatively, develop a written fire safety policy which requires the immediate and total evacuation of all employees from the workplace upon the sounding of a fire alarm signal.

Item: **0010** Instance: **A**
Standard: **1910.303(g)(1)(ii)**

Hazard Type: **Other**
Correction Due Date:

Description: 29 CFR 1910.303(g)(1)(ii): Working space about electric equipment rated 600 volts, nominal, or less was used for storage:

In the cafeteria the electrical panels were blocked by cash register carts
Electrical panels blocked in maintenance area by materials

Recommended Action: Make sure that electrical panels

Item: **0011** Instance: **A**
Standard: **1910.178(q)(7)**

Hazard Type: **Serious**
Correction Due Date: **11/9/2015**

Description: 29 CFR 1910.178(q)(7): Industrial trucks were not examined daily before being placed in service:

The forklifts were not being inspected daily for defects.

Recommended Action: Require a daily written examination to ensure industrial trucks are safe to operate. So although OSHA does not require written proof, using forklift inspection checklists, either written or electronic, are a good idea for two reasons:

- Ensures that all essential features of the vehicle are inspected routinely, and
- Provides evidence to an OSHA inspector that the vehicles are being inspected as required.

Item: **0012** Instance: **A**
Standard: **5205.675(2)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: Minn. Rules 5205.0675 subp. 2: Overhead or sliding doors of sufficient weight or closing force to cause crushing injury to employees were not provided with safeguards to prevent entrapment of employees:

The garage doors in the maintenance area did not have a constant pressure closing switch or safety edge or three button control station meeting the requirements of Underwriters Laboratories standard UL 325 (1987)

Recommended Action: Ensure that all overhead doors have a constant pressure closing switch, safety edge, pressure relief mechanism, or three button control station meeting the requirements of Underwriters Laboratories standard UL 325 (1987) and are in working order.

Item: **0013** Instance: **A**
Standard: **1910.23(b)(5)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.23(b)(5): Where there is a hazard of materials falling through a wall hole and the lower edge of the near side of the hole is less than 4-inches above the floor, and the far side of the hole more than 5-feet above the next lower level, the hole shall be protected by a standard toe board, or an enclosing screen either of solid construction or as specified in paragraph (e) (11) of this section:

in the maintenance warehouse, on the mezzanine there was a toe board missing where material could fall below on employees.

Recommended Action: have a toe board placed at least 4 inches above the floor of the wall opening.

Item: **0014** Instance: **A**
Standard: **1910.151(c)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.151(c): Where employees were exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body were not provided within the work area for immediate emergency use:

The eyewash did not work in the boiler room.

Recommended Action: Do a personal protection equipment assessment to determine the type of chemicals located in the boiler room. Make sure that eyewash/ shower combo is not needed. Repair the eyewash so that the water is tepid. clean and has a good even water flow. Make sure that the eyewash is easily located and marked. do not block the eyewash.

Item: **0015** Instance: **A**
Standard: **1910.305(b)(1)(ii)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.305(b)(1)(ii): Unused openings in boxes, cabinets, or fittings were not effectively closed:

In the boiler room the knockout plug was missing under the outlet.

Recommended Action: fill all unused openings with plugs or other suitable methods.

Item: **0016** Instance: **A**
Standard: **1910.303(b)(3)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.303(b)(3): Completed wiring installations shall be free from short circuits and from any grounds not permitted in this section:

In the boiler room, the rotary grinder had exposed wiring on grinder.
Also two power hand tools had exposed wiring.
Wiring on time clock was exposed

Recommended Action: Make sure that wiring is not exposed nor subject to stress and insulated to prevent shocks.

Item: **0017** Instance: **A**
Standard: **1910.37(b)(6)**

Hazard Type: **Serious**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.37(b)(6): Each exit sign must be illuminated to a surface value of at least 5 foot-candles (54 Lux) by a reliable light source and be distinctive in color. Self-luminous or electroluminescent signs that have a minimum luminance surface value of at least .06 foot-lamberts are permitted.

In the boiler room the exit sign was not illuminated.

Recommended Action: Replace the exit sign with one which is illuminated to a surface value of at least 5 foot-candles (54 Lux) by a reliable light source and is distinctive in color. Self-luminous or electroluminescent signs that have a minimum luminance surface value of at least .06 foot-lamberts are permitted.

Attachment - Hazard Correction Form

Use copies of this form to send documentation of your hazard correction to the Workplace Safety Consultation unit. For each item in the report classified as "serious", complete one of the following hazard correction sections and fax or mail a copy to the consultant at the following address, on or before the correction due date.

As you know, we are required to notify MNOSHA Compliance if serious hazards are not corrected within the agreed-upon time. Extensions may be granted if you encounter difficulties completing the required corrections within the mutually agreed upon time frames.

Should you need an extension for one or more hazard items, you can use the bottom section of each hazard item listed in the Hazard Correction Form to make the request. Please see the guidelines listed in the Hazard Correction Form page. Extension requests shall be documented on the Hazard Correction Form, which should be completed on-line at <https://secure.doli.state.mn.us/hazards/> utilizing the visit number 506999341 and your unique code 27337. If you do not have computer access, the form can be mailed or faxed to us.

Although we are not required to notify MNOSHA if other-than-serious hazards are not corrected, these hazards should also be corrected because they can result in injury to your employees. Your company also would be subject to citations for them in the event of a MNOSHA Compliance inspection.

Vikki Sanders
Workplace Safety Consultant

Department of Labor and Industry
Workplace Safety Consultation
443 Lafayette Road North
St. Paul, MN 55155-4311
Email: osha.consultation@state.mn.us
Phone: (651) 284-5060
Fax: (651) 284-5739
1-800-657-3776

The Hazard Correction Form should be completed on-line at <https://secure.doli.state.mn.us/hazards/> utilizing the visit number 506999341 and this unique visit key 27337. If you do not have computer access, the form can be mailed or faxed to us. Diligence in timely abatement correction and reporting is an expected component of the consultation process.

St Cloud Technical and Community College - Visit # 506999341
Date of Visit - 09/08/2015

Item: **0001 A** Type: **Serious** Visit: **506999341**
Standard: **1910.303(b)(1)(vii)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0001 B** Type: **Serious** Visit: **506999341**
Standard: **1910.303(b)(1)(vii)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0002 A** Type: **Serious** Visit: **506999341**
Standard: **1910.159(c)(10)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0003 A** Type: **Serious** Visit: **506999341**
Standard: **1910.151(c)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0003 B** Type: **Serious** Visit: **506999341**
Standard: **1910.151(c)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0003 C** Type: **Serious** Visit: **506999341**
Standard: **1910.151(c)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0004 A** Type: **Serious** Visit: **506999341**
Standard: **1910.132(d)(1)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0005 A** Type: **Serious** Visit: **506999341**
Standard: **1910.22(a)(1)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0005 B** Type: **Serious** Visit: **506999341**
Standard: **1910.22(a)(1)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0006 A** Type: **Serious** Visit: **506999341**
Standard: **1910.37(b)(7)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0007 A** Type: **Serious** Visit: **506999341**
Standard: **5206.1000(7)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0008 A** Type: **Serious** Visit: **506999341**
Standard: **1910.37(b)(2)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0011 A** Type: **Serious** Visit: **506999341**
Standard: **1910.178(q)(7)**

Correction Due Date: **11/9/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0012 A** Type: **Serious** Visit: **506999341**
Standard: **5205.675(2)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0013 A** Type: **Serious** Visit: **506999341**
Standard: **1910.23(b)(5)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:

2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0014 A** Type: **Serious** Visit: **506999341**
Standard: **1910.151(c)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:

2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0015 A** Type: **Serious** Visit: **506999341**
Standard: **1910.305(b)(1)(ii)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0016 A** Type: **Serious** Visit: **506999341**
Standard: **1910.303(b)(3)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:
2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Item: **0017 A** Type: **Serious** Visit: **506999341**
Standard: **1910.37(b)(6)**

Correction Due Date: **10/30/2015**
Date Corrected:

Corrective Action Taken:

Plan to Prevent Reoccurrence of this Hazard:

Note: If correction of this hazard by the above correction due date is not possible please complete the following three sections for an extension request.

1. Reason why the Correction Due Date cannot be met:

2. Date hazard correction will be completed:
3. Describe the interim protective measures you will use to protect the employees from the hazard during the extended abatement period:

Employer Signature/Title: _____

Safety and Health Program Management

During the on-site visit, the consultant is required to review and discuss the components that make up an effective safety and health management system. The tool that is used for this assessment is referred to as the Safety and Health Program Assessment Worksheet. The assessment contains safety management attributes that are derived from the 1989 OSHA Safety and Health Program Management Guidelines. Each attribute that is evaluated is documented and given a score that is an indication of the attribute's effectiveness. The findings and improvement recommendations, for each attribute evaluated, are based on the findings obtained during the consultation and the consultant's professional judgment. Evaluations are based on interviews with employees, observed workplace activities and conditions, and documentation review.

A copy of the assessment worksheet, for your work-site, is included as part of this report. Some attributes may be left blank if the consultant is unable to obtain enough information to determine a score for that attribute. Please take the time to review the assessment information. Improving attributes that received a low score may help you avoid the recurrence of hazards that were noted during the visit and prevent the occurrence of other hazards.

Attachment - Other Findings and Recommendations

When is an eyewash or shower needed.

One of the questions that came up during the survey was when an eyewash or shower is needed. The following information comes from Minnesota Osha fact sheet on eyewash and showers.

The first step to take when deciding whether an eyewash or eyewash and shower is needed, is to determine if a material is hazardous to the eyes or skin. Usually, pH will be used to determine if a material is hazardous. However, other information, such as a material safety data sheet and various references, may need to be used to determine whether a material is hazardous.

Liquids present the most common hazards, but solids, gases, vapors and mists also may present hazards. A material may be considered hazardous if it can damage the skin or eyes, or is readily absorbed through the skin. The strength of an acidic or basic solution is commonly reported as pH, which can be measured with pH paper or a pH meter, and can range from 0 (very acidic) to 14 (very basic or alkaline). A material with a pH of 0 to less than or equal to 2, or greater than or equal to 11 to 14 will, at the very least, cause significant eye irritation and may cause permanent damage or blindness. For skin, a pH less than or equal to 1 or greater than or equal to 12 is considered hazardous. However, a pH between 2 and 11 (or between 1 and 12 for skin) does not necessarily mean a material will not cause injury (certain materials with pH between 2 and 11 may be extremely damaging to the eyes and skin). Alkaline solutions tend to be more damaging to the eyes and skin than acidic solutions.

Remember the strength or concentration of a solution may be a significant factor when determining if there is a hazard. Consult the material safety data sheet (MSDS) and/or label of the substance in question for pH and health effects. If the MSDS indicates irritation only, an eyewash or eyewash and shower may not be required. The employer is encouraged to check further with other references and with the product manufacturer to confirm that an eyewash or eyewash and shower are not needed. If the MSDS states that burns, corneal damage, blindness or eye damage may occur, the material would be considered hazardous and an eyewash or eyewash and shower must be provided.

Further information may be available through Internet sites that feature MSDSs.

Another source for information is the NIOSH Pocket Guide to Chemical Hazards (DHHS (NIOSH) Publication No. 94-116). Besides listing physical and chemical properties and health hazards for many substances, the guide also makes recommendations for personal protection and sanitation. If the entry for the substance in question states, "Provide: eyewash and/or quick drench," this is an additional indication eye and/or skin damage can occur.

**Attachment - List of Hazards
Minnesota Department of Labor & Industry
Workplace Safety Consultation**

List of Hazards

This *List of Hazards* must be posted, unedited, in a prominent place where it is readily observable by all affected employees for 3 working days, or until the hazards are corrected, whichever is later.

**VISIT NUMBER: 506999341
VISIT DATE: 09/08/2015**

St Cloud Technical and Community College
1540 Northway Drive
Saint Cloud, MN 56303

This is a notification of serious hazards identified during the consultation visit. **This notification is not a citation.** St Cloud Technical and Community College is a voluntary participant in the consultation program and has agreed to correct the hazards on this list within the correction due date specified. St Cloud Technical and Community College has also agreed to make information on other-than-serious hazards as well as corrective action proposed by the consultant available to you upon request.

Item: **0001**
Standard: **1910.303(b)(1)(vii)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.303(b)(1)(vii): Examination of electrical equipment must include classification by type, size, voltage, current capacity, and specific use:

In Room 215, the IT department employees had daisy chained extension cords and power strips together in several places

Item: **0001**
Standard: **1910.303(b)(1)(vii)**

Instance: **B**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.303(b)(1)(vii): Examination of electrical equipment must include classification by type, size, voltage, current capacity, and specific use:

In the Bookstore there was daisy chaining of a 15 amp power strip to another power strip and 3 compressors.

Item: **0002**
Standard: **1910.159(c)(10)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.159(c)(10): The employer shall assure that sprinklers are spaced to provide a maximum protection area per sprinkler, a minimum of interference to the discharge pattern by building or structural members or building contents and suitable sensitivity to possible fire hazards. The minimum vertical clearance between sprinklers and material below shall be 18 inches (45.7 cm):

In room 215 material was stored too close to the sprinkler heads

Item: **0003**
Standard: **1910.151(c)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.151(c): Where employees were exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes were not provided within the work area for immediate emergency use:

In It Room 211 the eyewash was blocked and had not been checked on a weekly basis. When tested there was no pressure from the eyewash.

Item: **0003**
Standard: **1910.151(c)**

Instance: **B**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.151(c): Where employees were exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes were not provided within the work area for immediate emergency use:

The eyewash in the maintenance department was blocked by storage of materials

Item: **0003**
Standard: **1910.151(c)**

Instance: **C**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.151(c): Where employees were exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes were not provided within the work area for immediate emergency use:

In the boiler room where caustic chemicals are added to the boiler, the eyewash was not working.

Item: **0004**
Standard: **1910.132(d)(1)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.132(d)(1) and (2): A hazard assessment was not made of the workplace, with a written certification, to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment:

There was no personal protection equipment assessment for high hazard jobs. There was several areas that personal protection equipment was observed laying around but not in good usable condition or it was not known what the personal protection equipment was used for. This included respirator use, fall protection, goggles or aprons when dealing with caustic chemicals and There was no personal protection equipment assessment for high hazard jobs. A personal protection equipment hazard assessment should be done for maintenance department areas such as boiler, fall protection, respirator use and eye protection including eyewash or showers.

Item: **0005**
Standard: **1910.22(a)(1)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.22(a)(1): Place(s) of employment shall be kept clean and orderly, or in a sanitary condition:

In the It room 211 The materials and equipment in the room blocked the exits, eyewash, electrical power switch to the compressor an there was not proper access for exit egress because aisle ways were reduced to less than 28' making tripping hazards and blocked egress. Ladders were stored in hallway leading to the marked exit reducing access. Cords ran across the aisle ways creating tripping hazards.

Item: **0005**
Standard: **1910.22(a)(1)**

Instance: **B**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.22(a)(1): Place(s) of employment shall be kept clean and orderly, or in a sanitary condition:

In the Maintenance Warehouse
Eye wash was blocked and also fire extinguishers.

Item: **0006**
Standard: **1910.37(b)(7)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.37(b)(7): Each exit sign did not have the word "Exit" in plainly legible letters not less than six inches (15.2 cm) high, with the principal strokes of the letters in the word "Exit" not less than three-fourths of an inch (1.9 cm) wide:

The exit sign in room 211 wording was not the standard 6" in height or three-fourths of an inch in width. The exit access was blocked and the exit was not illuminated.

Item: **0007**
Standard: **5206.1000(7)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: Minn. Rules 5206.1000 subp. 7: The employer shall ensure that each container of hazardous substances in the workplace that is not labeled in accordance with the requirements of this part, is labeled, tagged, or marked with at least the following information: the identity of the hazardous substance and the appropriate hazard warning:

in the IT area hilard spray bottles did not include the ingredients or hazard warning of contents. also in the maintenance department spray bottles did not have label for unknown ingredients.

Item: **0008**
Standard: **1910.37(b)(2)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.37(b)(2): Exits were not marked by a readily visible sign reading "Exit":

The three exit doors did not have illuminated exit signs.

Item: **0009**
Standard: **1910.157(c)(1)**

Instance: **A**
Correction Due Date:

Description: 29 CFR 1910.157(c)(1): Portable fire extinguishers were not mounted, located and identified so that they were readily accessible without subjecting the employees to injuries:

In the kitchen area there was not a distinct way to locate and identify the fire extinguisher through signage or color coding the wall.

Item: **0010**
Standard: **1910.303(g)(1)(ii)**

Instance: **A**
Correction Due Date:

Description: 29 CFR 1910.303(g)(1)(ii): Working space about electric equipment rated 600 volts, nominal, or less was used for storage:

In the cafeteria the electrical panels were blocked by cash register carts
Electrical panels blocked in maintenance area by materials

Item: **0011**
Standard: **1910.178(q)(7)**

Instance: **A**
Correction Due Date: **11/9/2015**

Description: 29 CFR 1910.178(q)(7): Industrial trucks were not examined daily before being placed in service:

The forklifts were not being inspected daily for defects.

Item: **0012**
Standard: **5205.675(2)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: Minn. Rules 5205.0675 subp. 2: Overhead or sliding doors of sufficient weight or closing force to cause crushing injury to employees were not provided with safeguards to prevent entrapment of employees:

The garage doors in the maintenance area did not have a constant pressure closing switch or safety edge or three button control station meeting the requirements of Underwriters Laboratories standard UL 325 (1987)

Item: **0013**
Standard: **1910.23(b)(5)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.23(b)(5): Where there is a hazard of materials falling through a wall hole and the lower edge of the near side of the hole is less than 4-inches above the floor, and the far side of the hole more than 5-feet above the next lower level, the hole shall be protected by a standard toe board, or an enclosing screen either of solid construction or as specified in paragraph (e) (11) of this section:

in the maintenance warehouse, on the mezzanine there was a toe board missing where material could fall below on employees.

Item: **0014**
Standard: **1910.151(c)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.151(c): Where employees were exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body were not provided within the work area for immediate emergency use:

The eyewash did not work in the boiler room.

Item: **0015**
Standard: **1910.305(b)(1)(ii)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.305(b)(1)(ii): Unused openings in boxes, cabinets, or fittings were not effectively closed:

In the boiler room the knockout plug was missing under the outlet.

Item: **0016**
Standard: **1910.303(b)(3)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.303(b)(3): Completed wiring installations shall be free from short circuits and from any grounds not permitted in this section:

In the boiler room, the rotary grinder had exposed wiring on grinder.
Also two power hand tools had exposed wiring.
Wiring on time clock was exposed

Item: **0017**
Standard: **1910.37(b)(6)**

Instance: **A**
Correction Due Date: **10/30/2015**

Description: 29 CFR 1910.37(b)(6): Each exit sign must be illuminated to a surface value of at least 5 foot-candles (54 Lux) by a reliable light source and be distinctive in color. Self-luminous or electroluminescent signs that have a minimum luminance surface value of at least .06 foot-lamberts are permitted.

In the boiler room the exit sign was not illuminated.

If you have any questions regarding this list of hazards that cannot be answered by a representative of St Cloud Technical and Community College, please contact the state Consultation program at 651-284-5060 or send an e-mail to the Consultant's e-mail address vikki.sanders@state.mn.us.