BSU Joint Safety Committee Meeting Minutes  
Meeting #88, November 15, 2016

Time: 11:00 A.M.  
Place: Deputy 306

In Attendance: T. Barnes, B. Butler, M. Carlson, B. Crews, Marilyn Lanners, R. Marsolek, S. Theisen, T. Skime  
Absent: E. Hagensen, C Hess

Travis Barnes and Tom Skime were welcomed to the Safety Committee as its newest members. Travis is Interim Physical Plant Director and takes the seat formerly held by Jeff Sande. Tom is the Theater Technician and is representing AFSCME Council 5 Bargaining Unit 207. Jon Utley has retired and his seat remains open.

There was no old business discussion.

**Injury Summary 9/1/2016 –11/14/2016**

<table>
<thead>
<tr>
<th>INJURY/ILLNESS</th>
<th>BODY PART</th>
<th>CAUSE</th>
<th>SOURCE</th>
<th>MEDICAL</th>
<th>LOST DAYS</th>
<th>RESTRICTED DUTY</th>
<th>OSHA</th>
<th>HAZARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strain</td>
<td>Back</td>
<td>Overexertion lifting</td>
<td>Boxes</td>
<td>Y</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>Pain</td>
<td>Shoulder, left</td>
<td>Fall against</td>
<td>Wall</td>
<td>N</td>
<td>N</td>
<td>0</td>
<td>N</td>
<td>None</td>
</tr>
<tr>
<td>Cut</td>
<td>Face</td>
<td>Struck by Metal hook</td>
<td>Y</td>
<td>N</td>
<td>0</td>
<td>N</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

HR Update:  
There were no reports of restricted duty or return to work since the last meeting.
Fifteen items of new business were discussed:

**Fragrance Policy:**
The Human Resources Office asked EHS about any University policy regarding fragrance sensitivity, which is when an individual experiences an irritation or allergic reaction to some chemical or combination of chemicals in a product. EHS reported that neither the University nor MnSCU has an official policy. Information on the topic advises that avoiding exposure by working with management and colleagues is the most common approach. Examples include suspending use of offending products or substituting with others or prohibiting the use of fragrances in certain areas of the work place. More information is available at [http://askjan.org/media/fragrance.html](http://askjan.org/media/fragrance.html)

**FBI Active Shooter Presentation:**
On September 29, FBI Special Agent Joseph Malhoit gave BSU administrators and supervisors a presentation, developed by the Minneapolis FBI, specifically addressing colleges and other educational environments, covering what to do in an active shooter situation to increase the probability of survival and to identify potential pre-event indicators of a person preparing to embark on a mass violence event. The presentation will be repeated for all employees on January 5, 2017. A fac/staff notification will be posted as specific details are developed.

**“Red Ball” Drills:**
R. Marsolek described “Red Ball” drills, an innovative way to assess an organization’s emergency preparedness and conduct drills. The unique approach allows training and drills to take place with minimal interruption of normal operations. The product is provided by Experior Group Inc. The standard fee is $5000/building and includes a comprehensive threat assessment to evaluate potential threats and review current processes and procedures such as reaction of protective personnel, building management procedures, escape routes, lock-down procedures, coordination with law enforcement, and overall communication. The product is being reviewed. More information is available at: [http://experiorgroupinc.com/](http://experiorgroupinc.com/)

**IAQ Complaint:**
EHS received an Indoor Air Quality (IAQ) complaint regarding an employee experiencing allergy-like symptoms when at work. Maintenance staff followed-up by checking the heating equipment for the building and replacing filters. EHS suggested the employee consult with a medical professional to see if the allergen could be identified. R. Marsolek explained that pollen and other allergens are prevalent in the general environment in the fall and without a target allergen being identified, it is difficult to conduct effective air testing.

**Outlet Covers:**
Electrical outlet covers were observed to be missing in the second floor hallway of Deputy, in October, after painting had been done. Maintenance was notified and the covers were replaced. Occasionally items such as the cover plates, signs, and other items get overlooked when projects are being completed. Members were asked to encourage their co-workers to report any observances of similar situations to the Physical Plant office.

**Health Service Inspection:**
The Bemidji Fire Department conducted an annual inspection of the Student Center for Health and Counseling Services facilities in Cedar Hall on October 18. No compliance issues were identified.

**Fire Rings:**
During the Health Service inspection the Fire Chief noticed a portable fire ring/pit on the lawn near the
entrance to the Cedar/Pine lobby. He advised that fire rings are not permitted for use in apartment-like residencies.

**Medical Transport:**
A minor medical incident on campus in October prompted some questions about procedures for treating and transporting sick or injured people to medical care facilities. The following clarification is provided:

- BSU Public Safety does not transport sick or injured people to medical care facilities.
  - An organization must be licensed to perform medical transportation. BSU is not licensed for medical transportation.
- Call 911 and request an ambulance for emergency incidents.
- Competent adults may choose to be transported by private vehicle, cab, ambulance or other method.
- The Student Center for Health and Counseling does not provide emergency care services.
  - Patients in need of emergency care will be referred to the Sanford Emergency Department
- The Student Center for Health and Counseling policy for transport of non-emergent patients is as follows:
  - Client will transport self by privately owned vehicle.
  - SCHC staff will assist student in arranging transportation by relative, friend, roommate, or public transportation at client’s expense.
  - If the client is unable to find transportation, the local taxi will be called to transport the client at the expense of the Student Center for Health and Counseling.
  - BSU Public Safety will be called to assist if appropriate.

**Asbestos Sampling:**
Testing for asbestos was done in Decker Hall, in conjunction with remodeling of a computer lab. There was no asbestos found in the sample.

**Compressed Gas Cylinder Transport:**
EHS responded to a request about compressed gas cylinder transportation on campus:

- Regulators must be removed and a valve cap must be in place whenever a cylinder is moved; and
- Cylinders must be chained, strapped, or otherwise secured on the transport cart or device.

**Minnesota State College and University Public Safety & Compliance Safety Quarterly Compliance Newsletter:**
Members received a copy of the newsletter to review prior to discussion at the meeting. Several items were discussed:

- Theater rigging must be inspected regularly
  - At least annually, by a competent person. Tom Skime serves as the competent person;
  - Every 3-5 years by a third party, depending on frequency of use.
- OSHA silica standard revision
  - The Permissible exposure level (PEL) for silica will be decreasing from 10,000 micrograms/cubic meter to 50 micrograms per cubic meter, effective June 23, 2018.
  - This will affect our ceramics program.
  - Silica monitoring may be needed.
  - Saws and drills and other equipment that have either HEPA vacuum or wet cutting/drilling capabilities may be needed.
  - Exhaust hoods may need to be installed and/or existing ones improved.
Respiratory protection program requirements may need to be put in effect.

- **State Fire Code Requires Fire drills as follows:**
  - Cafeterias – quarterly
  - Classrooms, offices, and laboratories – annually
  - Dorms and apartments - 4 annually
    - one drill needs to be done within 10 days of the start of each semester;
    - one after sunset; and
    - one before sunrise each semester.
  - Drills must be monitored to record the time it takes for evacuation and confirm that all have left the building.

- **Lockdown Drills**
  The 2015 fire code requires a lockdown plan, which must include an annual drill. The plan needs to be reviewed and approved by the local fire official. The plan will consist of 4 components:
  - **Initiation.** This includes instructions for reporting an emergency that requires a lockdown.
  - **Accountability.** This includes accountability procedures for staff to report the presence or absence of occupants.
  - **Recall.** This includes a prearranged signal for returning to normal activity.
  - **Communication and Coordination.** This includes an approved means of two-way communications between a central location and each secured area.

- **Emergency Lighting Testing**
  - 30 second test required monthly
  - 30 minute test required annually
  - T. Barnes indicated these requirements are already being met.

- **OSHA Citation fines have increased as follows:**
  - Serious non-life threatening citations – increased to $5345 from $1500
  - Serious life threatening citations - increased to $12,500 from $7000
  - Serious willful violation – up to $125,000

**Ladder Storage:**
Maintenance staff requested clarification about proper storage of ladders after receiving information that OSHA requires ladders may not be stored upright. EHS replied that there is no OSHA standard that states this. Ladders need to be securely stored so that they do not tip or fall and local policies can prohibit upright storage, but there is no OSHA requirement to do so.

**D2L Ladder Safety Training:**
R. Marsolek reported that a D2L ladder safety awareness training presentation is available.

**Decal Application to Fire Rated Glass:**
Information from the manufacture of fire rated glass used for the hallway windows in the newly remodeled Mass Communications area in Deputy indicates that the product has not been tested for situations in which decals have been applied to the glass. This was in response to a question from T. Skime regarding applying decals to hallway windows.

**Door Numbering:**
EHS received information from MnSCU advising that building entrance/exit doors should be identified with numbers that are visible from the street to first responders. Corresponding numbers should be posted inside the building so that callers can reference it easily, in an emergency. S. Theisen indicated all the doors are lettered for the keyless entry system and suggested that they should continue to be used
to identify the doors. R. Marsolek will follow-up with the Fire Dept. to find out if the letters can be used, rather than numbers. Larger versions of whatever letter or numbering system is used would need to be installed.

The next meeting will be in February unless there is a request from members to meet sooner.

Adjourn: 11:05 A.M.
Richard Marsolek,
Coordinator, Environmental Health and Safety