BSU Joint Safety Committee Meeting Minutes
Meeting #85, February 24, 2016

Time: 10:00 A.M.
Place: Deputy 339

In Attendance: B. Butler, M. Carlson, B. Crews, Marilyn Lanners, R. Marsolek, J. Sande, S. Theisen, J. Utley
Absent: E. Hagensen, C Hess

Three items of old business were discussed:

**Animal on campus:**
A draft policy has been completed and forwarded to Vice President Snorek. The Safety Committee has been provided a copy and comments can be submitted to V.P. Snorek.

**ALICE training:**
The BSU Department of Public Safety conducted two ALICE awareness training sessions for employees. 51 employees attended the December 15 session and 12 were at the February 10 session. Additional awareness sessions will be offered. Advanced training will be scheduled after the awareness information is well established.

**Emergency Procedures Guide:**
A new version of the Emergencies Procedure Guide has been completed and copies are being distributed on the BSU and NTC campuses. The guide is provided as a quick reference to the actions that should be taken in response to various emergency situations on campus. The actions are guidelines that are intended to help employees prepare for reasonable responses to various emergencies. However, each emergency situation is unique. The actual actions taken will depend upon and be influenced by the specific circumstances of the incident. Some notable changes in the new version include:

- Larger format;
- More and bolder color;
- Addition of a mental health issues section;
- Revised violent intruder section; and
- A campus map.

<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>Cut</td>
<td>Finger, left, index</td>
<td>Struck by (Drill bit)</td>
<td>Drill bit</td>
<td>Y</td>
<td>8</td>
<td>0</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Pain</td>
<td>Neck, back, arms</td>
<td>Fall</td>
<td>Street</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>Natural/snow, ice</td>
</tr>
<tr>
<td>Sprain</td>
<td>Back</td>
<td>Overexertion</td>
<td>Bodily motion</td>
<td>Y</td>
<td>0</td>
<td>0</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Sprain/strain</td>
<td>Back, lower</td>
<td>Overexertion, lifting</td>
<td>Bodily motion</td>
<td>Y</td>
<td>5</td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

* The last entry in the injury summary table is a recent injury and report forms have not yet been received.

Seven items of new business were discussed:

**Deputy remodeling:**
Remodeling of the former Lakeland TV and Mass Communications area in third floor Deputy has begun. Some demolition and asbestos abatement has been completed. Construction is expected to begin in March with completion by the end of the semester. The hallway leading to the Deputy-Bridgman skywalk is closed and will remain so until the end of the project.
R. Marsolek provided a summary of the Universities asbestos abatement procedures:
- A campus wide survey identifying asbestos containing material in buildings has been conducted and the report is referred to before beginning remodeling projects;
- Maintenance employees receive asbestos awareness training annually;
- All asbestos removal is performed by licensed contractors, not University employees;
- Work in affected areas is conducted using procedures to control asbestos exposure hazards, including establishing negative pressure containment and on-going air monitoring, as necessary.

**Fall posters:**
Winter conditions fall prevention posters were posted around campus in January.

**MSDSOnline student access:**
MnSCU has confirmed that students may access the MSDSOnline safety data sheet service.
Snow removal notices:
Information regarding safety related to University snow removal operations was posted to the fac/staff and student e-mail lists and forwarded to NTC.

From: <fac_staff_l-bounces@listserv.bemidjistate.edu> on behalf of
"Fac_staff_l@listserv.bemidjistate.edu" <Fac_staff_l@listserv.bemidjistate.edu>
Reply-To: "Fac_staff_l@listserv.bemidjistate.edu" <Fac_staff_l@listserv.bemidjistate.edu>
Date: Friday, January 15, 2016 5:11 PM
To: "Fac_staff_l@listserv.bemidjistate.edu" <Fac_staff_l@listserv.bemidjistate.edu>
Subject: Snow Removal Safety

Now that the snow has finally come, you probably have observed maintenance staff working diligently to remove snow and ice from campus sidewalks, parking lots and roads. They often begin work early and sometimes stay late and may work weekends to keep campus travel routes open for the convenience and safety of the campus community. At times, this work may interrupt your usual walking, driving, and parking routines and occasionally require you to detour from your preferred path or parking spot. In those situations you are asked to be patient and considerate of the work they are doing:
• Please avoid walking or driving near operating snow removal equipment.
• Stay where equipment operators can see you.
• Avoid the blind spot directly behind heavy equipment and trucks.
• Do not drive or park in areas where snow is being removed or piled.
Also, for the safety and convenience of others and to avoid being ticketed or towed, be aware of fire hydrants, handicap parking areas, driveway and alley accesses, and other restricted parking areas where curb and street markings, signs and other indicators may be covered by snow.

Thank you for helping keep our campus safe.

Environmental Health & Safety
Bangsberg 111, Box #16
Phone: 755-2545
E-mail: EHS@bemidjistate.edu

Zika information notice:
Information regarding the Zika virus was posted to the fac/staff and student e-mail lists and forwarded to NTC.

From: <fac_staff_l-bounces@listserv.bemidjistate.edu> on behalf of
"Fac_staff_l@listserv.bemidjistate.edu" <Fac_staff_l@listserv.bemidjistate.edu>
Reply-To: "Fac_staff_l@listserv.bemidjistate.edu" <Fac_staff_l@listserv.bemidjistate.edu>
Date: Tuesday, February 16, 2016 11:51 AM
To: "Fac_staff_l@listserv.bemidjistate.edu" <Fac_staff_l@listserv.bemidjistate.edu>
Subject: Zika Information

The spring travel season will soon be upon us. For many spring break can’t get here soon enough. Leaving this cold climate is always fun but it does expose you to possible health issues. This year is no exception. This year it is the Zika Virus. The best way to protect yourself is to understand what the virus is, how it can be transmitted and how you can protect yourself.
The Minnesota Department of Health (MDH) recommends that before you travel this spring to go the Center for Disease Control (CDC) web site for information regarding Zika. Use URL:


This has overall information regarding the virus including what it is, how it can be transmitted and how to protect yourself.

A second CDC web page recommended by the MDH is:


This page is their travel warning page where it will show which countries have the greatest potential for exposure to the Zika Virus.

A very informative two minute video that covers the important information needed before your travel can be accessed at the following web page:


Enjoy your spring travels and come home safe.

Environmental Health & Safety
Bangsberg 111, Box #16
Phone: 755-2545
E-mail: EHS@bemidjistate.edu

Unmanned Aerial Vehicles (UAV), aka Drones:
R. Marsolek reported that MnSCU Risk Management is developing guidelines related to UAVs used by system schools. It is a relatively new and complex issue that involves federal regulations for registering the UAVs, training of operators, and liability and insurance concerns. Guidelines related to use of privately owned and operated UAVs on University property also needs to be addressed.

Memorial sidewalk repairs:
It was noted that water collects and pools on the sidewalk outside the southeast door of Memorial. The Physical Plant is aware of the problem and repairs to the drainage system and sidewalk are planned for this summer. Caution tape has been put up to redirect pedestrian traffic.

Adjourn: 11:02 A.M.
Richard Marsolek,
Coordinator, Environmental Health and Safety