BSU Joint Safety Committee Meeting Minutes
Meeting #87, August 31, 2016

Time: 10:00 A.M.
Place: Deputy 306

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

One old business item was identified for discussion:

At the previous meeting M. Schmitt suggested that maintenance employees, especially new ones, be clearly informed about asbestos hazards and work procedures. R. Marsolek reported that a D2L presentation addressing those issues has been developed. Maintenance employees are enrolled in the course at the time of their initial hiring and annually thereafter.

<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>Shoulder, ankle</td>
<td>Fall</td>
<td>Sidewalk</td>
<td>Y</td>
<td>N</td>
<td>0</td>
<td>N</td>
<td>None</td>
</tr>
<tr>
<td>Strain</td>
<td>Back, neck</td>
<td>Overexertion</td>
<td>Bodily motion</td>
<td>N</td>
<td>N</td>
<td>0</td>
<td>N</td>
<td>None</td>
</tr>
</tbody>
</table>

HR Update:

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

**Safety Training:**

- **E-mail** – R. Marsolek emphasized that e-mail is BSU’s primary method of providing information to employees and they need to check it regularly. Safety training notices are sent by e-mail. He noted that some employees have cited not regularly checking their e-mails as the reason why they did not complete assigned training.
- **MasteryNet video training suspended** – MasteryNet on-line training videos provide though the vendor Convenience Learning International (CLI) have been used for several years to augment D2L and other training methods. Use of the videos has been suspended indefinitely. The same product is being offered by a different vendor through the State’s ELM system. All Minnesota State system schools are assessed a per employee fee to support use of the videos, whether or not they use them for employee training. However the selection of courses offered through ELM is far more limited than what CLI provided and are not adequate for all training needs. However, since BSU is already being assessed for use of the videos through ELM, it was decided not to pay for the products available through CLI.
- **Conversion to D2L** – Most all safety training presentations are now or will be soon presented through D2L Brightspace. R. Marsolek presented several reasons for this:
  - It is a better alternative than CLMI, as described below;
  - It consolidates training into one delivery platform;
  - BSU has complete control of content;
  - Employer specific information can be provided;
  - Access to the training is uncomplicated; and
  - Record keeping is uncomplicated.
- **Enterprise Learning Management (ELM)** - a tool for planning, scheduling, delivering, tracking, and reporting on learning activities such as: training, e-learning, on-the-job training, independent assignments, testing, and survey results.
  - Mandated for use by all State agencies for training record maintenance;
  - Access through the Employee Self Service site;
  - Will not accommodate student employees;
  - Automatically records CLMI training completion;
  - All other training records need to be entered manually; and
  - Navigation is not intuitive.
- **Comprehensive Lost Management Inc. (CLMI)** - vendor contracted by State to provide and manage MasteryNet training product.
  - Accessed through ELM;
  - Generic, does not satisfy requirement for employer specific training content; and
  - Limited selection.
- **Minnesota State (MnSCU) Training Schedule** – Minnesota State (MnSCU) has directed system schools to align their safety training schedule with a Minnesota State (MnSCU) designated calendar.
  - Training on specific topics will be required to be completed in a specified month.
  - Will be problematic for dynamic employment environment. New employees will need to take initial training at time of hire and then again to align with Minnesota State (MnSCU) specific month.
  - Will be especially problematic with student employees who have a high turnover rate.

**Asbestos:**
Three requests for asbestos sampling were made by maintenance staff.
Pipe insulation found behind a wall during Decker remodeling was found to contain asbestos. The material was removed by an asbestos abatement contractor.

Glue used to mount a bulletin board removed in Oak Hall as part of remodeling work was found to be asbestos free.

Insulation on a rain leader and decking in Bangsberg exposed during maintenance work was found to be asbestos free.

**Emergency Management:**

- Emergency preparedness is an area of special interest to President Hensrud.
- ALICE training was offered during start-up week at BSU and NTC. More sessions will be scheduled.
- Continuity of Operations (COOP) planning is an area that will be an area of emphasis this year.
- A joint meeting of the Emergency Management team (EMT) and Emergency Operations Team (EOT) will be held in September. The teams consist of University executive leaders, directors and others with key roles in University emergency management. The objective of the meeting is to review the role and responsibilities of the emergency management team members and the status of University emergency preparedness.
- A presentation developed by the Minneapolis FBI, specifically addressing colleges and other educational environments will be presented by a special agent of the FBI to EMT and EOT members along with local law enforcement and emergency management representatives, also in September.
- The EMT, EOT and local law enforcement and emergency response agencies will participate in an active shooter tabletop exercise later this year.

Adjourn: 10:50 A.M.
Richard Marsolek,
Coordinator, Environmental Health and Safety