BSU Joint Safety Committee Meeting Minutes
Meeting #89, February 22, 2017

Time: 2:00 P.M.
Place: Deputy 306

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

Dr. Randy Westhoff, Interim Assistant Vice President Academic Affairs, was welcomed to the Safety Committee as its newest member.

There was one item of old business discussed.

Fire Drills:
R. Marsolek reported that the Physical Plant, Department of Public Safety (DPS) and the Fire Department will be collaborating to facilitate fire drills in the academic buildings, beginning next Fall semester. Discussion generated the following points:

• Specific details about when and how the drills will be conducted are pending.
• Faculty and staff will be given advanced notification of the drills and have the opportunity to review and update department and work area emergency procedures.
• Fire code requires some occupancies (library, large lecture halls, arenas, stadiums) to have more than one drill annually.
• Building occupants are expected to evacuate the building during the drill. Provisions for addressing failure to comply will be part of future discussions.
• R. Marsolek will be reviewing procedures used by other Minnesota State Universities in developing campus procedures.

In related discussion, it was questioned how DPS confirms that messages are received in the campus buildings when the Campus Informer® emergency address system is tested. R. Marsolek will follow-up and report back to the committee.
Injury Summary 11/15/2016 – 2/21/2017

<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>Pain, Bruise</td>
<td>Head</td>
<td>Struck against</td>
<td>Windshield</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Face, chest</td>
<td>Struck by</td>
<td>Air bag</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>None</td>
</tr>
<tr>
<td>Cut</td>
<td>Finger</td>
<td>Rubbed against handled object</td>
<td>Blade</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>Y</td>
<td>Hazardous procedure</td>
</tr>
<tr>
<td>Strain</td>
<td>Abdomen</td>
<td>Overexertion</td>
<td>Bodily Motion</td>
<td>Y</td>
<td>0</td>
<td>?</td>
<td>Y</td>
<td>None</td>
</tr>
<tr>
<td>Pain</td>
<td>Hand</td>
<td>Fall</td>
<td>Sidewalk</td>
<td>Y</td>
<td>0</td>
<td>0</td>
<td>Y</td>
<td>Natural, Ice</td>
</tr>
</tbody>
</table>

HR Update:

There were no reports of restricted duty or return to work since the last meeting.

Six items of new business were discussed:

Snow Removal Safety:
A snow removal safety notice was posted to the BSU and NTC Fac/Staff and the Students’ e-mail lists on November 18.

From: <bsu-announcement-bounces@listserv.bemidjistate.edu> on behalf of BSU & NTC Public Safety <bsu-announcement@listserv.bemidjistate.edu>
Reply-To: user <ehs@bemidjistate.edu>
Date: Friday, November 18, 2016 11:07 AM
To: "bsu-announcement@listserv.bemidjistate.edu" <bsu-announcement@listserv.bemidjistate.edu>
Subject: Snow Removal Safety

The first snow of the season is a good reminder that maintenance staff will be working diligently throughout the winter 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 route 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

Stone Stairway:
A Works Progress era (WPA) stone stairway provides access to the paved bike and walking trail along the lake to the shoulder of the roadway on the east side of Bangsberg Hall. The steps are rough and uneven and there are no handrails. BSU barricades access to them in months with snow when they become unsafe to use. There has been discussion about installing handrails and other safety improvements or alternatively, removing stairway. However, it is unclear if the stairway is BSU’s or the City’s responsibility to maintain and whether or not they are considered a historical site. The Physical Plant will follow-up with the City.

Minnesota State Public Safety and Compliance Quarterly Newsletter:
The newsletter was forwarded to the committee members for review prior to the meeting. There was discussion about the new OSHA silica standard, which was also addressed in the last newsletter and discussed in the November Safety Committee meeting. R. Marsolek reported that a list of activities that could potentially result in silica exposure to employees was forwarded to Minnesota State Public Safety and Compliance, which completes the first step in a three-step process to achieve compliance with the standard. The second step is to conduct air quality testing and the third step is determining what or if protective measures need to be implemented. It has not yet been determined if MnState will provide funding and other support or if System schools will need to go forward independently. The compliance deadline is June 23, 2018.

Also reviewed was a summary of the results of the 2016 OSHA consultation visits to system campuses. A list of 35 different violations found on multiple campuses was included. Committee members were asked to encourage their co-workers to be aware of and correct and avoid those types of violations in their work areas.

The last newsletter item briefly discussed was a summary of System workers’ compensation claims, including information on the numbers and types of incidents. It was noted that BSU’s experience is similar to the System with falls being the most often cited cause.

MnSafe Quarterly Report:
MnSafe is a directive of the Governor for State agencies to achieve Workers’ Compensation claim incident rate reductions. It establishes a goal of stepped reductions over a multi-year period, measured as a percentage of a selected base year. Minnesota State has consistently met or exceeded those goals since the program’s inception in 2015. The program will continue through at least 2018.

OSHA 300 Posting:
The OSHA 300 log of employee work related injuries and illnesses for 2016 was posted February 1, on the bulletin board at the entrance to the Finance and Administration bay (D350).
Mold Investigation:
A small amount of what appeared to be mold was found on interior of a sheetrock wall, during minor maintenance work in Decker Hall. Subsequent investigation did not discover any other indication of mold being present at the original site or in adjacent areas.

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

Adjourn: 3:00 P.M.
Richard Marsolek,
Coordinator, Environmental Health and Safety