



## **BSU Joint Safety Committee Meeting Minutes Meeting #99, November 22<sup>nd</sup>, 2019**

Time: 10:00am

Place: Deputy 341

In Attendance: L. Strowbridge, C. Hess, R. Erickson, B. Butler, S. Theisen, R. Beckstrom M. Turnquist, E. Morrill

Absent: M. Morrissey, T. Barnes, D. Dreyer

Welcome: Ron Beckstrom will be joining the Safety Committee moving forward; part of his job duties include risk management.

Ongoing Business: 5 areas of old/ongoing business were discussed including:

- Safety Training- ELM Rollout
  - Erin updated the group regarding the rollout of safety training to all employees at BSU and NTC.
    - Every employee was assigned two courses and from there others were assigned training based on job duties.
  - There was a question about the breakdown of training and assignments. Erin informed the group that training will be broken down into semesters. Around half of assigned training will be given during the fall semester and the other half during the spring semester. Semester dates were chosen in order to ensure faculty were able to take the training during contract days.
  - Accessing training was also discussed. Erin stated that instructions were sent out using the fac/staff listserv. Carol reminded the group that Self Service should be accessed from the employee home tab after logging in on the BSU website. Questions on accessing training can be directed to Erin or Carol.
  - General feedback from the group regarding safety training was positive. Some parts of certain courses were not necessarily relevant to a university setting. The training is created by a vendor called Skillsoft. They make training for companies world-wide and so the training can be general to cover a variety of industries.
  - Fire Extinguisher Training- some departments were assigned the training course Portable Fire Extinguishers. Scott brought up that the course says you shouldn't

use a fire extinguisher unless you've been properly training. Erin informed the group that the course is correct, hands-on training would be needed to use an extinguisher. Hands-on training might be available in the future. The group discussed the importance of pulling an alarm and evacuating a building for personal safety vs. using an extinguisher to put out a fire. The question was also asked if there would be consequences for using an extinguisher instead of evacuating; Erin didn't believe so.

- Grad Student Training was also discussed. There is currently no training for graduate students on campus and it is needed, especially in the lab areas. Erin is working on a way to get them enrolled into the ELM system to receive training. More to come on that.
- Safety Perception Survey from the system office
  - BSU received the results from the state-wide Safety Perception Survey sent out in February 2019.
  - Erin passed out the averaged scores from the survey and the group discussed strategies for improving the lowest scores.
    - Erin has started advertising the Safety Committee Meetings through the fac/staff listserv and will continue to do so moving forward.
    - Erin told the group that she has been in talks with HR as well, to work on ideas for improving scores.
      - One idea was holding safety meetings with different departments around campus to discuss any safety concerns.
      - Another idea is conducting job hazard analysis with higher risk departments. Employees and supervisors would analyze the task's employees perform and worksheets would help them evaluate the risk, identify potential PPE needs, changes in how tasks are performed, etc.
      - The group also discussed how supervisors could discuss safety with employees more.
        - Safety can't be included in performance appraisals, but it is an opportunity for the employee and supervisor to discuss safety concerns.
        - The supervisor could also include safety topics into departmental meetings.
    - Also discussed was New Employee Safety Orientation. Training new employees scored low on the survey. Erin is working with HR to develop and include safety training into new employee orientation.
      - Safety training will be given to new employees through the ELM system.
      - Erin is also working on a New Employee Safety Orientation checklist. The idea is that new employees and their supervisor or another qualified department employee will discuss a variety of safety issues from campus wide to department specific.

- Erin is still developing this but more to come at future meetings.
  - Erin encouraged the group to let her know if they have any other ideas that could improve the general perception of safety on Campus.
- Fall Fire Drills
  - Fire drills were completed on campus in September and Erin provided a summary to the group.
    - The average time to evacuate was 2 minutes and the drills went well. The weather cooperated for the most part. One drill had to be rescheduled.
    - There were still a few people in various buildings that chose not to evacuate during the drill. These were noted and sent to Administration.
    - Erin thanked the committee members who assisted with the drills, without them, the Public Safety Office and Facilities staff, the drills would be much more difficult to conduct.
- Emergency Procedure Guide 2020 update
  - New guides are printed and have been distributed around campus. It was likely areas were missed though and Erin sent out a fac/staff to try and catch those areas. The new guides are orange and black while the old ones are red and black. Erin asked the group to remove any old ones if they see them and to contact her if new ones are needed in an area.
- Stop the Bleed
  - Rosanne brought up the Stop the Bleed campaign at a previous meeting and Erin wanted to provide the group with more information. The Stop the Bleed campaign is a nation-wide effort to train people to stop the bleed during emergency situations.

#### Injury Reports

- There were 10 injuries or illness added to the Injury Log during the period of 8/14/19-11/20/19. A summary of the injuries can be found at the end of this report.
- Erin handed out the latest employee injury log for discussion.
  - There was discussion about student injury inclusion. Student injuries and other non-employee injuries go through the Business Office. Erin, Carol and Ron will discuss including these injuries in the report moving forward.
  - The group discussed the injuries on the list including the number of potential asbestos exposure reports. Employees submitted reports to HR regarding potential exposure to asbestos from an incident this quarter as well as potential past exposures.
  - Other injuries on the list were also discussed.
- Carol noted that a few other reports were added to the Injury Log after Erin pulled the information. Those injuries will be discussed at the next meeting.

## Sattgast Safety Update

- Erin and Madeline Turnquist updated the group on the Sattgast Safety Committee.
  - Hazardous waste was picked up the second week of November and Madeline handled it as Dale is out on medical leave.
  - New signage has been placed outside the biology and chemistry labs in Sattgast. Madeline was unsure about the labs in the environmental science area.
    - New signage includes no food or drink; signing microwaves, refrigerators, etc. for lab purposes only.
    - Additional signage outside of labs includes information on emergency contact, general uses of the labs, equipment that can be found inside, etc.
  - Additionally, the Committee is working on integrating a standardized labeling method for labeling solutions. Previously it was unclear what solutions were and the hazards that could be associated with them. Moving forward, labels must include the solution makeup, contact information, professor information, etc.
  - The Committee will also be working on creating a Fume Hood policy to address safety and energy concerns.
  - The Committee has also asked Erin to work on creating a policy around lab use, more specifically around student working unsupervised in labs. Scott and Rosanne asked to be included in the policy creation if it addresses access control.

## New Business- 6 areas of new business were discussed including:

- Policy, Procedure and Plan updates and creation
  - Erin discussed with the group the policy, procedure and plan update and creation she is working on or intends to work on moving forward.
  - Erin would like to see a general safety policy created for BSU/NTC to address general safety, responsibilities, etc.
  - Erin is working on or in the process of creating and updating the following plans:
    - New Employee Safety Orientation
    - Fire Safety and Emergency Procedures
      - This will replace the Building Emergency Plan that previously existed and will establish building specific processes for fire and emergency procedures- including evacuation.
      - Also included would be building specific hazards- such as hazards in the lab areas or the heating plant. This is important information that needs to be provided to first responders during emergency situations.
    - Accident Prevention Plan
    - Fire Safety Policy
    - Electrical Safety Program
      - This would include general information all employees should be aware of, such as daisy chaining, overuse of power outlets, etc.

- The committee also suggested the inclusion of how to address these issues, especially when the problems occur because of lack of outlets.
    - Other programs include, lockout/tagout, employee right to know, confined space, etc.
    - Erin informed the group that these will take time to create and implement but they are being worked on as she is able.
- Annual Fire/Safety Inspection- Student Health Services
  - Erin presented the group the results of the annual Fire/Safety Inspection at Student Health Services. This inspection is conducted annually by Erin and the Bemidji Fire Chief.
    - The only issue found during this visit was one instance of daisy-chaining.
  - Scott also explained to Erin and the committee how the fire door works between Student Health Services and the MinnState offices.
- Winter Safety
  - The group discussed ways to send out information regarding winter safety. Erin will send out a fac/staff to employees and an email to students regarding safety walking practices for winter months, where/how to report an injury and how to report unsafe walking conditions.
- Hazardous Material Spills on Campus
  - Erin is in the early stages of discussion regarding the procedures for a hazardous material spill on campus. Discussion with the committee included personnel on campus properly trained to respond to an event, general procedures to follow and what can be handled internally vs. calling emergency services.
- Website update
  - Erin is still in the process of updating the Environmental Health and Safety webpage, but she and Carol are working on creating a “button” of sorts on the EHS and HR webpage. This button will take employees (or non-employees) directly to a page with information on reporting an illness or injury. Erin is looking at also putting a button for reporting safety concerns on the EHS webpage. Those concerns will likely go to her and she will pass them along to the correct person/department from there.
- Safety Committee Composition
  - Erin will be reaching out to the unions on campus regarding the safety committee prior to the next meeting. She will let them know who is currently representing the union on the committee and will leave it up to them to appoint or change committee members.

Other- there were three items discussed including:

- Larry Strowbridge presented the group with a list of safety concerns. Larry stated these issues were brought up to his supervisor and he and his fellow employees who submitted the concerns have not received an updated.
  - o A number of the issues were discussed.
  - o Ron stated he would bring up the issues related to the Athletic Department in his upcoming meeting with Tracy Dill.
  - o Erin will take the list and pass it on to management.
  
- Employee Reported Safety Concern
  - o A potential safety issues was reported to Erin. An employee reached out to express concern about a drying oven in the basement biology lab area. The drying oven operates at a high heat and students are using it without appropriate equipment or tools to protect them. Erin will pass along the information to the appropriate department to address.
  
- Meeting schedule for 2020
  - o The Safety Committee has previously met quarterly during the months of February, May, August and November. Erin will send out a poll to determine how often the group wants to meet in 2020.

Next Meeting- TBD

Adjourn: 11:50

Erin Morrill

Security Coordinator

Safety Committee Chair

