



BSU Joint Safety Committee Meeting Minutes Meeting #96, February 20, 2019

Time: 10:00 A.M.

Place: Deputy 341

In Attendance: B. Butler, M. Carlson, M. Morrissey, D. Dreyer, E. Morrill, C. Hess

Absent: T. Barnes, S. Theisen, T. Skime

Welcome: Dale Dreyer was introduced to the group. He has taken over some of the environmental health duties previously held by Rich Marsolek. Dale is the Chemical Hygiene Officer in Sattgast and has created a sub-safety committee for the building.

Old Business: Four items of old business were discussed including:

- **Stone steps near the walking path-** The safety of the stone steps has been brought up at previous safety committee meetings. It was determined that they are on BSU property and during certain times of the year might pose a safety risk. This winter with all of the snowfall the steps are inaccessible. However, in the spring, fall and light snow years, they can become slippery. Discussion about posting a sign, fencing off the top and bottom of the stairs, and other safety measures were discussed. Erin will follow up with Travis to discuss options.
- **Expanding the Safety Committee-** As previously mentioned, Dale has created a sub-safety committee for Sattgast to address some of the unique challenges that come with laboratory safety. Dale will serve as a representative from the Sattgast Sub-Safety Committee to the Bemidji State University Safety Committee. Dale will be updating us about the Sattgast Safety Committee, chemical storage, hazardous waste and other things moving forward.
- **OSHA Consultation Visit-** Discussion on MN OSHA Consultation vs. MN OSHA Compliance. MN OSHA Consultation will do a safety assessment of areas of the campus, and without being cited or fine, BSU will agree to fix any issues found. With the moving of offices, the construction in current buildings for new offices and the tear down and rebuild of Hagg-Sauer, Travis asked prior to this meeting that the Consultation visit wait

until things calmed down a bit. Erin agreed and this was discussed with the group. As the group discussed upcoming construction on campus, Mark brought up some previous issues he had seen in the past during construction times. Mark had seen some areas in the Gillett Rec Center where sprinkler heads and sensors were tapped up during things like construction, painting, testing of the sprinkler systems and alarms. After the project was completed the tape was not removed. Erin will follow up with Travis and Rick Richter to ensure this item gets addressed during future projects. There was also some discussion about seeing fire pull stations and fire extinguishers blocked by items, Erin is working on a Safety Fact Sheet with reminders that will address some of these issues. She plans to send that out through the BSU Fac/Staff email list-serve.

- **Safety Training**- the MinnState system office no longer wants us to use D2L as our safety training platform, they want all colleges and universities to use ELM. ELM is currently used for some HR training at BSU and Erin and the HR team will be making the transition with safety training to ELM after the end of the fiscal year. The system office currently has an RFP out for vendor safety training. The group had some questions about ELM and the need for a vendor. ELM is the platform that provides the training and tracking of training, a vendor is needed to provide the actual safety training. The group had questions about the content and scope of the safety training; Erin is unsure of what all will be offered but it should cover the required OSHA safety training. The question was raised about being able to add department specific training to the ELM system and Erin will do some checking, as well as look into what all is offered once a vendor is selected. More to come on this issue. All safety training for current employees (unless it's department specific) will be done after June, leaving the last 6 months of the year for it to be completed. All new employees will take safety training in D2L until ELM and the training vendor are in place.

Injury Reports: 4 injuries were reported during the period of 11/1/18-2/19/19. A summary of the injuries can be found at the end of this report. A brief discussion took place regarding the injuries. The injury log contains injuries for employees and student employees only. Discussion took place about reporting injuries and encouraging people to report an injury or work-related illness. It is the supervisor's responsibility to fill out and submit an injury report to HR. The forms to fill out an injury report can be found on the HR website. The HR website will be undergoing some construction so if people can't find what they are looking for, encourage them to call HR.

New Business: Several items of new business were discussed.

- **OSHA 300A log**- Carol update the group on the OSHA 300A log, which is required to be posted by the employer by February 1st annually. Both the BSU and NTC 300A log have been posted. Carol will be submitting the report online to MN OSHA and OSHA. This log is a summary of the types of injuries that happened on campus for the previous year.
- **Safety Perception Survey**- Erin updated the group about the extension of the Safety Perception Survey until March 1st. A brief discussion took place regarding the survey,

including that it was a statewide survey for all state employees. The survey can only be taken once and takes less than 15 minutes to complete. Erin will be sending out reminders via the fac/staff email listserv.

- **Campus Safety Walkthrough**- The Committee had expressed interest previously of conducting safety walkthroughs of building on campus. The group discussed conducting some walk throughs this spring and agreed to the idea. Erin will be picking buildings, dates, and times and will communicate them to the group. Those who are able will join the walkthroughs and conduct an assessment using forms created by Erin. Potential building locations include the Rec Center, Benson, Bangsberg and the Sattgast Labs. Erin and Dale mentioned that a Sattgast Safety Walkthrough could be completed by the Sattgast Safety Committee. Erin will line up dates and get information out to the group.
- **Sattgast Safety Update**- Dale updated the Committee on his efforts in Sattgast and the great work the Sattgast Safety Committee is doing. Work is underway to cleanup and clean out the Chemical Stockrooms; outdated chemicals are being removed, chemicals found in old offices are being inventoried and then stored or disposed of. The chemical stockrooms need an update, the shelves and other storage areas are worn and outdated, so Dale has created and submitted a proposal for that project. The Sattgast Safety Committee is trying to meet regularly, either monthly or bi-monthly and they are working on addressing safety in the labs, moving safety/emergency equipment (eye wash, first-aid, etc.) to one area in each lab, housekeeping issues and weekly inspection logs. They are also working on establishing a Safety bulletin board on each floor.
- **Hazardous Waste Pickup/Changes to Storage Silo**- Dale does the hazardous waste pickup, inventory and storage on campus now. Erin and Dale are working on establishing some procedures, updating the EHS website and more to streamline this process. In the meantime, if anyone has questions call Dale or Erin. The storage silo where hazardous waste has recently undergone an upgrade led by Dale. The storage area has all new shelving, and a safer storage area has been created. The goal is to minimize the handling of waste. One more project to the storage silo includes a ramp on the outside of the building. This will allow for easier loading, and minimize handling, when waste is picked up for disposal.
- **Chemical Hygiene Plan**- Dale is also working on creating a Chemical Hygiene Plan for Sattgast. He plans to have a draft ready to show the Safety Committee at the May meeting. He would like the Sattgast Safety Committee to review as well as the BSU Safety Committee.

Other:

- **Tunnel between Sattgast and HMU**- Erin received an email from a concerned staff member regarding the use of the tunnel between Sattgast and HMU as a storage area. The employee was concerned that the storage was unsafe and caused mobility issues, especially during high traffic times. During discussion committee members brought up

the concern of limited mobility for those with disabilities, concerns about safety during high traffic times and during emergencies. The tunnel is designated as an internal relocation site to be used during events like severe weather. The concern was the items being stored would limit the areas use as a shelter during peak classroom hours. The Committee suggested that the items be removed and commented that some had been there for a long period of time without being moved. If items are no longer in use, it was suggested that they be removed and disposed of. Erin will follow-up with Travis regarding this issue.

The next meeting will be in May, after commencement.

Adjourn: 11:11 A.M.

Erin Morrill

Security Coordinator

Safety Committee Chair