

BSU Joint Safety Committee Meeting Minutes
Meeting #25 – September 20, 2002

Time: 1:30 P.M.

Place: D301B

In Attendance: D. Finnegan, M. Halberg, R. Marsolek, C. Nason, J. Sande, M. Schmitt, M. Taylor

Absent: L. Abrahamson, M. Lanners, J. Mastro, R. Womack, Safety and Security Representative

Open Seats: MSUASSF

The meeting opened with the members present introducing themselves and identifying the area they represent.

There were no changes to the agenda, which was forwarded to the members prior to the meeting.

R. Marsolek began discussion by reviewing the Committee's functions. He explained that the AFSCME and MAPE contracts include language that directs what those functions must include. The AFSCME contract is the most inclusive and states:

“The function of the Safety Committee will be to review reports of property damage and personal injury accidents and alleged hazardous working conditions, to provide support for a strong safety program, to review building security issues, and to review and recommend safety policies to the Appointing Authority.”

It was also explained that, since AFSCME, MAPE, and Middle Management Association contracts all guarantee Union representation on a joint labor-management safety committee, BSU has established one committee, with all labor groups invited to participate.

Differences were pointed out between the MAPE and AFSCME contracts regarding selection of the committee chair. The AFSCME contract states the Appointing Authority, in this case BSU, will appoint the chair. It also states that co-chairs, one from management and one from labor, can be appointed. The MAPE contract states that the chair shall be the Occupational Safety Officer. MAPE does not have any language addressing co-chairs. R. Marsolek is the current chair. He advised that the Safety Officer and Security and Safety representative should serve as ex-officio members. He cited those positions' permanent appointed status based on the professional and technical support they provide vs representation of a labor or management organization as the reason. The Minnesota State University – Moorhead's safety committee has adopted this format. Members were asked to discuss these discrepancies and be ready to resolve the issue at the next meeting.

Members were also asked to be ready to resolve differences between MAPE and AFSCME contracts regarding scheduling of meetings. AFSCME states that the “Safety Officer” will schedule the meetings. MAPE states the chair will schedule the meetings. Currently, this is a mute point since the “Safety Officer” is the Chair. However, this situation could change if the safety officer and chair are not always the same person.

Members' responsibilities were reviewed. It was noted that, in addition to carrying out the functions discussed at the beginning of the meeting, the AFSCME contract also charges the committee with maintaining a written chain of communication with employees' and management regarding safety concerns brought to the committee. The contract states:

"Normally, the Committee shall acknowledge in writing receipt of reports of alleged hazardous working conditions within thirty (30) calendar days of their submission. A copy of the Committee's recommendations, if any, to the Appointing Authority regarding the disposition of such reports shall also be provided to the individual who filed the report with the Committee. In addition, the Safety Committee will provide the filing party with a copy of the Appointing Authority's response and/or proposed actions, if any."

In addition, the committee is responsible for performing safety inspections of campus worksites, at least annually. Laundry rooms and kitchens are identified as requiring regular monitoring of specific environmental parameters.

" Each Local Safety Committee in a facility with a laundry and/or a kitchen shall perform a routine heat survey to check temperature, humidity, and exhaust and fan systems in the laundries and kitchens. The Employer agrees to coordinate technical assistance to the Local Safety Committee upon request."

"To the extent practicable, State owned or leased worksites shall be inspected at least once per year. Such inspections for worksites in locations where there is no Local Safety Committee may be accomplished by a representative of the Appointing Authority and a representative of the Local Union stationed at that worksite."

The committee will decide at future meetings how and when these duties will be accomplished.

The chair encouraged members to make sure the groups they represent are aware of the committee's activities and the function it serves, be accessible to them, respond promptly to their safety concerns, attend and participate in meetings and take an active role in promoting work place safety.

Some general discussion followed and included a suggestion to develop a form for employees to use in reporting safety concerns.

The chair asked the committee members to consider adopting by-laws to clarify and standardize the committee's structure and procedures. By-laws could formally address selection of the chair, length of terms, meeting attendance policy, defining a quorum, and other administrative issues. Examples of safety committee by-laws from Minnesota State University – Moorhead and the Department of Natural Resources will be forwarded to members, after the meeting. Members were asked to be ready to decide at the next meeting whether or not to develop and adopt by-laws.

Final discussion was focused on the details of scheduling meetings. It was decided that:

- Meetings will take place once per month, until further notice
- A quorum will consist of:
 - 50% of the seated members representing labor
 - One seated member representing management

- The chair or one co-chair
- Meetings will be held on Fridays.
- Meetings will begin promptly at 1:30 PM.
- Until further notice, the length of meetings will be limited to one hour unless a time extension is approved by majority vote of the members present.
- The meeting location will be determined on a meeting by meeting basis.

The next meeting will be scheduled as follows:

Date: Friday, October 11, 2002

Time: 1:30 PM

Place: TBA (Probably Ed Arts)

Adjourn: 2:35 P.M.

Respectfully submitted,

Richard Marsolek

Coordinator, Environmental Health and Safety