

BSU Joint Safety Committee Meeting Minutes
Meeting #26 – October 11, 2002

Time: 1:35 P.M.

Place: EA317

In Attendance: L. Abrahamson, D. Finnegan, M. Halberg, T. Harrison, M. Lanners, R. Marsolek, C. Nason, M. Schmitt, E. Steigauf, M. Taylor, R. Womack

Absent: J. Mastro, J. Sande

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.

Minutes from the 9/20/02 meeting were presented for review and approval. M. Taylor moved to accept the minutes without change. M. Schmitt seconded the motion. The motion carried by voice vote, without dissent. R. Marsolek will forward the approved minutes to the committee members. He encouraged them to be sure they are made available to the groups they represent and will help arrange distribution if necessary.

Future minutes will be reviewed and presented for approval through e-mail and regular mail contact so that they can be available for distribution sooner.

Action was taken on old business as follows:

Chair selection – After some discussion, the committee decided to have the current Environmental Health and Safety Coordinator continue as chair. That decision was confirmed by vote. D. Finnegan nominated R. Marsolek for the chair's position. M. Taylor seconded the nomination. No other nominations were offered. A voice vote was taken. The appointment was approved without dissent. The committee made no decision on a permanent selection procedure but will revisit the topic later this year or next fall.

Voting Status of Safety and Security and EHS reps. – Following brief discussion, M. Halberg moved to confer ex-officio status on the Safety and Security and EHS positions. D. Finnegan seconded the motion. The motion carried without dissent by voice vote.

Meeting Scheduling – It was decided that the chair would continue to set the agenda and schedule meetings, until further notice.

Written notices – Written notices that comply with the contract requirements for communication of safety committee actions on hazard and safety complaints will be initiated by the chair. The chair will forward notices either directly to employees and management or through the employee's representative on the safety committee. Committee members will receive copies of all notices.

Laundry and Kitchen inspections – EHS will ask the Physical Plant Director to consider putting permanent temperature and humidity monitors in campus laundries. Kitchens will also be considered if preliminary investigations warrant it. Employees would be trained on the significance of the readings and appropriate actions to take to protect against heat related problems.

Work site inspections – EHS will contact safety committee members when scheduled inspections are going to take place. Committee members may also contact EHS to request inspections.

By-Laws – The committee rejected the proposal to establish by-laws, by unanimous voice vote.

Incident/issue report form – M. Taylor and M. Schmitt provided a report form for committee consideration. Several modifications were suggested including adding directions for routing the form and providing detailed description of the issue and suggested solutions. The suggestions will be incorporated into a revision, which will be forwarded to members for review and comment, prior to the next meeting. M. Halberg suggested that the internet be used to make the approved form available to employees. She indicated that a campus committee exists that will assist in keeping web sites current. The chair will follow-up on that suggestion.

The next order of business was review of a summary of the campus accident and injury reports for the calendar year to date. Twenty-three reports have been received. There were eight fall related reports, seven for overexertion, four due to being struck by objects, two chemical splashes, and one each due to rubbing against material and material handling. No serious injuries or long periods of lost work time were reported.

The only new business was a question from M. Schmitt regarding an incident where a BSU dump truck was stopped by the Highway Patrol. There was concern that the truck was licensed as a commercial vehicle and that the driver was cited for not having a Commercial Driver's License (CDL). R. Marsolek had already looked into the incident and reported that the truck was not considered a commercial vehicle and the driver had not been cited for any violations. A warning citation was issued for some mechanical problems that have since been repaired.

The next meeting was not scheduled.

Adjourn: 2:31 P.M.

Respectfully submitted,

Richard Marsolek
Coordinator, Environmental Health and Safety