



**BSU Joint Safety Committee Meeting Minutes
Meeting #28 - February 21, 2003**

Time: 1:35 P.M.
Place: D301B

In Attendance: L. Abrahamson, M. Halberg, T. Harrison, M. Lanners, R. Marsolek, J. Mastro, C. Nason, M. Schmitt, M. Taylor,

Absent: D. Finnegan, , J. Sande, E. Steigauf, R. Womack

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

Old business discussion began with an update from the chair about the campus emergency plan. The plans status was discussed at AFSCME, MAPE, and MSUASSF meet and confers held since the last safety committee meeting. G. Amble informed R. Marsolek that the plan E. Steigauf and he submitted to the Executive Council had been accepted. Mr. Amble also approved distribution of a memo to campus directors and supervisors directing them to develop building and/or work area plans to be included as part of the campus plan. E. Steigauf has drafted a memo the will be distributed with G. Ambles signature. R.Marsolek suggested that the memo be distributed to deans and directors, and have them be responsible for getting the information out to their areas.

The Chair presented a draft of the emergency plan memo to the Executive Council, authorized by the committee at the last meeting, for discussion. The issue about acceptance of the plan by the Executive Council has already been resolved. Therefore, the memo will recommend active participation of Administrators and managers in ensuring campus community members are aware of their role in th e plan and have adequate information and training to implement the plan.

In the next order of business, R. Marsolek informed he committee that the temperature and humidity monitors had been placed in the campus laundries, as recommended by the committee last fall. The monitors were installed and training provided last November.

The safety concern reporting form developed in December was distributed for review and discussion. General acceptance of the form had been achieved via previous e-mail discussion. The chair asked for confirmation of that acceptance and asked for discussion on how use of the form should be implemented. It was decided to introduce the form to campus through the Faculty/Staff e-mail list.

Copies will also be forwarded to deans, directors and others in supervisory positions for distribution in their work areas. The form will also be available at the Hobson Union Information Desk, and on the Security and Safety and Physical Plant web sites. Residential life will make copies available in the Residence halls.

A summary of accidents and injuries reported since October 19, 2002 was reviewed. There were 10 reports, none of which involved serious injury. Four resulted in medical intervention beyond first aid and therefore are included in the University's OSHA 300 report. Three of the cases resulted in restricted duty and none resulted in lost workdays.

J. Mastro asked if the safety committee also addresses security issues and student safety. The chair explained that historically the committee has dealt primarily with occupational safety issues and the Security and Safety department has been responsible for personal security issues. However, recent contract language makes building security a safety committee responsibility and most members feel student safety should also be a safety committee concern. R. Marsolek noted that BSU has a campus non-violence policy that does have a provision for a security committee but the policy has not been actively implemented. He will look into the status of the policy and report back to the committee.

New business discussion opened with a report about a review of safety concerns in the Bangsberg main theater. The theater technical director, Dave Griffith, asked J. Sande and R. Marsolek to walk through the area with him, last December. He had specific concerns about the absence of any protection to prevent workers from falling off the front of the stage, an inoperable exit sign located in the back of the stage and not near any exit, and improperly installed cable clamps on the stage light rigging. R. Marsolek reported that a removable safety rope was installed across the front of the stage and the exit light was repaired and provided with a directional arrow faceplate that points to the nearest stage exit. The company that originally installed the light rigging in 1994 agreed to install new cable clamps with no labor charge. BSU will pay for new clamps since the existing clamps are no longer considered acceptable by industry standards.

The next item of discussion was the written safety plan. R. Marsolek explained that written safety plans are required for many businesses, by State regulation, though Universities are exempt. However, the Department of Employee Relations and MnSCU have encouraged their agencies to be proactive and establish written plans. A plan was drafted and submitted to the BSU cabinet in the mid 1990s, but no final action was taken. After some discussion, the committee members supported the establishment of a written safety plan but agreed to take more time to consider the current draft. T. Harrison moved to table discussion of the plan until future meetings. M. Halberg seconded the motion. There was no further discussion and the motion was approved.

Final new business discussion was about vending machines on campus. J. Mastro explained that federal and possibly some states' regulations secure the opportunity for organizations serving the blind to provide vending services in government facilities. He had direct involvement with the program in South Dakota but is not familiar with Minnesota programs. R. Marsolek described problems with vending machines on campus including obstruction of exits and corridors, improper wiring, blocking fire extinguishers, and the potential for injury if machines tip and fall when they are being pushed or "rocked". He explained that maintenance staff and others noted these problems several years ago. This resulted in establishment of a campus policy requiring, among other provisions, all vending machine placement to be pre-approved by the Director of the Physical Plant. However, there has been very little compliance with the policy. J. Mastro suggested that all machines be required to bear an approval

tag. Vendors would be informed that unapproved machines would be removed. R. Marsolek indicated that the existing policy does have a removal provision. He indicated he will seek support from the Administrative Vice President to begin implementing the policy, including the removal provision. The committee agreed to make a formal recommendation to the Executive Council if the policy continues to be ignored.

It was agreed that the next meeting will take place on March 21, in D301B

he chair noted that the one-hour meeting limit had been exceeded and requested a motion to adjourn. M. Schmitt moved for adjournment. C. Nason seconded the motion. The motion was approved.

Adjourn: 2:37 P.M.

Respectfully submitted,

Richard Marsolek
Coordinator, Environmental Health and Safety