



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

Time: 1:32 P.M.
Place: D301B

In Attendance: L. Abrahamson, M. Halberg, R. Marsolek, J. Mastro, J. Sande, M. Schmitt, E. Steigauf, M. Taylor,

Absent: D. Finnegan, T. Harrison, M. Lanners, C. Nason, R. Womack

There were no changes to the agenda.

R. Marsolek up-dated the committee on the safety concern form progress. The distribution points suggested at the previous meeting were contacted and a message introducing the form to the campus community was posted on the Fac/Satff list. The form is also available in PDF on the Safety and Security web site. It will be available on the EHS web site, in the future.

Feedback from one supervisor included an objection to the optional name and contact section on the form. After brief discussion the committee did not see it as a significant problem but did agree to remove the optional wording.

R. Marsolek reported that one form had already been submitted with a request for snow removal from near a handicap parking space. He noted that the form did include a contact name and the request could have been made directly to the Physical Plant. But its use did suggest that people are aware of the form and are willing to use it.

E. Steigauf and R. Marsolek gave the committee a brief introduction to the campus emergency plan and described the function of and members on the Emergency Management Team and the Emergency Operations Team. The recommendation to the Executive Council authorized at the previous meeting was sent. Interim Vice President Amble has forwarded memos to the members Emergency Management Team, Emergency Operations Team, and the Public Information Officer. The memos encouraged them to review and become familiar with the plan and advised of up-coming meetings to work on meeting a goal of full implementation by Fall 2003. The first of these meetings is scheduled to be held with the Emergency Operations Team members on 3/28. Deans, directors and others in supervisory positions received memos directing them to begin the process of developing their departmental or work area plans. E. Steigauf, R. Marsolek, and Casey McCarthy will assist the departments as needed.

R. Marsolek reported that the replacement of the cable clamps on the light rigging in the theater will take place this summer. A date has not yet been scheduled.

As discussed at the last meeting, R. Marsolek sent a memo to Interim Vice President Amble briefing him on the current concerns about failure of vending machine companies to comply with BSU's vending machine policy. No reply had yet been received.

Three new reports of injury were received since the last meeting. They included a fainting spell caused by a cut finger, a muscle pull and a possibly sprained ankle, both from separate incidents of slipping and losing balance while walking. None of the injuries were serious and there was no reportable lost work time.

Next the committee revisited the topic of electronic access systems for campus buildings. It was described and discussed as time ran out during the January meeting, and no action was taken. The chairman asked the committee if there was any further discussion. E. Steigauf provided some information about the system and how it might benefit campus security and safety. He estimated that the system would cost roughly \$1500 per door or several hundred thousand dollars for the entire campus. J. Sande indicated that the project is on the HEAPR list but probably will not be a high priority for funding. It was suggested that the system be installed one building at a time and on building entry doors only, as way to help make it affordable for the University to move forward with the project, using local funds. Following this discussion a motion was made by Mike Schmitt to recommend that the University continue to consider installation of an electronic access system to improve campus security and safety. M. Halberg seconded the motion. There was no further discussion. The motion was approved by voice vote, without dissent. R. Marsolek will draft a recommendation to be sent to Administrative Affairs.

R. Marsolek informed the committee that he, Jerry Winans, and Mark Morrissey are working on drafting a policy for use and eventual phase-out of 15 passenger vans. J. Winans received a memo from the Division of Risk Management, strongly recommending that state agencies avoid the use of the vans. The reason is the vans' questionable safety record that has resulted in warnings about their use from the National Highway Traffic Safety Administration. Other State Universities are phasing out their use or have already discontinued using them. Such a policy most directly affects athletic teams and clubs and organizations.

The final topic discussed was a draft MnSCU fire plan. R. Marsolek reported that it is a very thorough plan and includes several provisions that will be a challenge to implement if the plan is approved. At this time there is no indication of when a final plan will be available or how implementation will be achieved on campus.

The next meeting was tentatively scheduled for April 18.

Adjourn: 2:36 P.M.

Respectfully submitted,

Richard Marsolek
Coordinator, Environmental Health and Safety