



**BSU Joint Safety Committee Meeting Minutes
Meeting #29 – April 25, 2003**

Time: 2:05 P.M.
Place: D301B

In Attendance: M. Halberg, T. Harrison, M. Lanners, R. Marsolek, J. Sande, M. Schmitt, M. Taylor,

Absent: L. Abrahamson, D. Finnegan, J. Mastro, C. Nason, E. Steigauf, R. Womack

There were no changes to the agenda.

R. Marsolek up-dated the committee on progress made since the last meeting on several on-going projects.

The change to the safety concerns reporting form, requested at the last meeting, has been made. The “optional signature” language has been removed from the form. The revised form is available on the Security and Safety web site.

E. Steigauf, R. Marsolek, and Casey McCarthy have begun working with the campus departments to develop emergency plans. Accounting Services has submitted a plan and Computer Services is also completing a plan. R. Marsolek will be meeting with the deans next week, to discuss developing plans for the academic departments. The goal is to complete the plans for the academic departments by the end of the semester and have all the campus plans completed before the beginning of the next school year.

At the March meeting, R. Marsolek reported that he 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. Since then, the Vice President replied with a memo stating that he had contacted vendors about the policy, when it was first established. He was under the assumption that vendors were complying and asked if it was a certainty that they are failing to do so, especially in regards to anchoring machines. R. Marsolek sent a response confirming the lack of compliance. A reply to that response has not yet been received. T. Harrison noted that there are some vending machines in the residence halls that have been ganged together, in response to some tipping incidents. R. Marsolek will follow-up with Vice President Amble.

R. Marsolek sent a memo to Interim Vice President Amble with the Safety Committee's recommendation that the University continue to consider installation of an electronic access system to improve campus security and safety. As approved at the last meeting, the memo suggested that the system be installed one building at a time and on building entry doors only, as way to help make it more affordable for the University to use local funds to move forward with the project.

One item of new business was discussed. R. Marsolek reported that he received an inquiry from Cindy Dahl about the possibility of providing CPR and first aid training for BSU employees. American Red Cross will provide that training for approximately \$20 per person. Cindy suggested that the Classified Staff training committee could sponsor the training. Someone from that committee will be contacting R. Marsolek to arrange the details for the training.

The chairman will request meeting agenda items in the upcoming weeks and schedule a May meeting depending on the response to that request.

Adjourn: 2:32 P.M.

Respectfully submitted,

Richard Marsolek
Coordinator, Environmental Health and Safety