



**BSU Joint Safety Committee Meeting Minutes
Meeting #30 - July 18, 2003**

Time: 1:31 P.M.
Place: D301B

In Attendance: L. Abrahamson, R. Marsolek, C. Nason, J. Sande, M. Schmitt, M. Taylor,

Absent: D. Finnegan, M. Halberg, T. Harrison, M. Lanners, J. Mastro, E. Steigauf, R. Womack

There were no changes to the agenda.

R. Marsolek noted that D. Finnegan had resigned her position on the Safety Committee last February, but he has not received confirmation from AFSCME leadership or the name of a new representative. However, he recently talked with Jackie Ryder who informed him that the union is in the process of selecting a new representative.

R. Marsolek updated the committee on three items of old business.

Progress on completion of departmental emergency plans has been slow this summer especially in the academic areas. Activity is expected to increase this fall when faculty and academic staff are at full compliment.

In related discussion, C. Nason noted that notification procedures in the Hobson Union need improvement, based on his observations during a tornado warning issued in the first week of July. He reported that though it appeared most people did get the message to take shelter, there was some delay. The public address system was not used to alert building occupants and he does not have ready access to a pager for receiving weather warnings. R. Marsolek will discuss these concerns with the HMU management and E. Steigauf, who will be working with them in developing their emergency plans.

R. Marsolek recently followed-up with interim Vice President Amble on the concerns about vendor compliance with the University's vending machine policy. Mr. Amble is planning to meet with the Services for the Blind vending program supervisor to discuss the issue. No date has been set for that meeting.

Joann Gardener is looking into the CPR/First Aid training to be sponsored by the Classified Staff Training committee. They still plan to offer the training and are exploring the possibility to have qualified BSU employees be the instructors.

Three injuries were reported since the last meeting. One injury was due to overexertion and resulted in lower back pain and three days away from work. The second report was for a sprained ankle resulting from a “missed step” on a stairs. The final report was also for a sprained ankle that occurred as an employee stepped out of a van. None of the injuries were serious and only the overexertion resulted in any time lost from work.

In new business discussion, R. Marsolek reported on some safety related projects taking place or planned this summer. They included:

- Installation of guard rails on the Ed-Arts loading dock
- Replacement of cable clamps for light rigging in the Bangsberg Theater
- Forklift operator recertification training to take place July 24
- Installation of guard rails on the tops of the Heating Plant silos to take place later this summer

During discussion about these projects, L. Abrahamson reported that the door between the Talley Gallery and the loading dock is often locked. Since the door is a designated exit for the gallery, it must be available for use at all times. R. Marsolek will discuss this with the art Department staff.

M. Schmitt also commented on the need for ladder access to all building roofs.

R. Marsolek informed the committee that an Environmental, Health and Safety office web site is being developed and should be launched this fall. It will provide information on University safety programs and policies, provide links to other safety related sites, and also offer some options for employee safety training.

In final discussion, R. Marsolek reported that the MnSCU Director of Facilities Business Support, along with a representative from the Fire/EMS Safety Center, The Division of Risk Management, and the insurance carrier for MnSCU facilities, toured the campus Wednesday, May 21, to review and assess fire safety and related issues. He reviewed the recommendations resulting from that visit and reported on the progress made in response to those recommendations. Upon request, a copy of the recommendations and response will be available to committee members.

An August meeting will be held with the schedule and agenda to be announced.

Adjourn: 2:37 P.M.

Respectfully submitted,

Richard Marsolek
Coordinator, Environmental Health and Safety