



**BSU Joint Safety Committee Meeting Minutes
Meeting #31 - September 25, 2003**

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

In Attendance: L. Abrahamson, M. Arneson, B. Butler, T. Harrison, M. Lanners, R. Marsolek, J. Sande, M. Schmitt, M. Taylor,

Absent: C. Nason, J. Mastro, E. Steigauff, R. Womack

There were no changes to the agenda.

The committee welcomed Barbara Butler as its newest member. She will be representing AFSCME, Local 1949, Council 6, BU 206.

Four items of old business were discussed.

- R. Marsolek reported that progress has been slow on completion of the departments' emergency plans but he will continue to work with Security and Safety to get them submitted.
- The supervisor for the vending machine program still has not contacted Vice President Amble regarding the vending companies' lack of compliance with BSU's vending machine policy.
- In discussion prior to the meeting, E. Steigauff informed R. Marsolek that he intends to move forward with the List Caller notification system, using Security and Safety funds to purchase and install the equipment.
- R. Marsolek informed the committee that the EHS web site has been launched but much of it is still under construction. The Workers' Compensation page is the most complete.

In other discussion, M. Lanners and M. Arneson both commented on the classified employee first aid and CPR training held in July. They agreed that it was very good training and that Duane Biehn did a fine job presenting it. Despite not many employees taking advantage of the opportunity, the training may be offered again during the academic year. It was suggested that notice of future training should be forwarded to the unions to help get the word out to employees who do not have ready access to e-mail and the Fac/Staff list. R. Marsolek will pass the suggestion on to Joann Gardner, who helped arrange the July training.

(In discussion after the meeting adjourned, Richard Jackson was also complimented for his part in

presenting the first aid and CPR training.)

Two injuries were reported since the last meeting.

- The first report was for a knee injury experienced by a coach during a football practice in August. The injury required outpatient surgical repair but no lost time from work or restrictions in duties were reported.
- The second report was for lower back pain caused by overexertion when moving a copy machine. The employee received some chiropractic treatments but did not have any lost work days or restrictions of duties.

There was one new business item on the agenda.

- B. Butler asked about the location of fire extinguishers in the area of the Records Office and about the requirements related to their use. L. Abrahamson answered that the fire extinguishers are located in recessed cabinets at various locations in the hallways. He and R. Marsolek explained that extinguishers are often located in hallways to encourage employees to leave the office during a fire incident and thereby avoid becoming trapped or exposed to smoke and other inhalation hazards. It was further explained that employees are not required or expected to attempt to put out fires. Employees should first, protect themselves, leave the area, warning others as they do, activate the fire alarm, and call 911 once they are in a safe location. Only employees trained in the use of fire extinguishers should use them. The Security and Safety staff is trained in fire extinguisher use. Supervisors can request fire extinguisher training for their employees by contacting Environmental Health and Safety.

In other discussion, M. Schmitt reported that an employee mentioned to him that he got a headache and felt ill while working in the PE building while the bobcat was being operated in the Field House arena. L. Abrahamson noted that the outside doors to the arena were open and the ventilation system in the area was shut down while the bobcat was being used to put up the hockey boards and glass. R. Marsolek responded that air monitoring should be conducted while the bobcat is being operated in the arena, to make sure carbon monoxide levels do not exceed safe levels. He will follow-up on this with the maintenance staff.

The next meeting is tentatively scheduled for October 23, at 1:30 pm, in D301B.

Adjourn: 2:05 P.M.

Respectfully submitted,

Richard Marsolek
Coordinator, Environmental Health and Safety