



**BSU Joint Safety Committee Meeting Minutes
Meeting #33 – November 18, 2003**

Time: 1:31 P.M.

Place: D301B

In Attendance: L. Abrahamson, M. Arneson, B. Butler, M. Lanners, R. Marsolek, J. Sande, M. Schmitt, E. Steigauf, M. Taylor, J. Utley

Absent: J. Mastro, T. Harrison, and R. Womack

Several items of new business were added to the agenda. J. Utley requested discussion about parking and snow removal in the Rec Center parking lot. L. Abrahamson and M. Arneson asked to address concerns about the accumulation of items in the tunnels between Sattgast and the Student Union. R. Marsolek added the issue of Hot Work Permits.

Three items of old business were discussed.

- E. Steigauf reported that department emergency plans are coming in slower and less complete than hoped for. The Emergency Operations Team will be meeting to discuss ways to remedy that problem. Once all the plans are received and finalized, campus wide training and information will be provided with the inclusion of exercises to assess the effectiveness of the over-all emergency response plan. Paul Bunyan telephone is still investigation ways to improve our campus communication system, which is a critical part of the emergency plan.
- R. Marsolek informed the committee that no action has yet been taken to notify vending machine contactors to bring machines on campus into compliance with the University's vending machine policy. Local vendors own the soft drink machines and it is anticipated that they will readily comply when informed about the policy. However, the candy machines are owned by a State agency. Interim Vice President Amble will again be asked to address implementation and enforcement of the policy with the agency representative.
- One committee member has a conflict with the regularly scheduled time chosen for meetings at the last meeting. After brief discussion, it was decided to meet either on Tuesday at 1:30 P.M., but on a different week of the month or on the third Thursday of the month at 1:30 P. M., whichever best

resolves the member's schedule conflict.

There were three reports of work place injuries.

All three injury reports were the result of slips and falls. One occurred off-campus when an employee supervising student teachers slipped on a highly polished floor in a grade school and sprained both her wrists. She did receive medical treatment and reported some lost time from work. The next two incidents both occurred in the Bangsberg parking lot and on the same day. Both employees slipped on packed snow and ice. The first fall resulted in a bruised leg but no serious injury. No medical treatment was needed and there was no lost time reported. The final fall resulted in a fractured wrist and three days of lost time from work. The Bangsberg lot had been plowed and sanded that day but some areas remained slippery.

Several new business items were discussed.

- J. Utley explained concerns about vehicles parking outside of designated parking spots in the Rec Center lot. The vehicles interfere with snow removal activities and there is a danger they may be struck by the heavy equipment being used. The vehicles usually arrive in the evening after most parking ticketing has ended for the day. The vehicles then leave in the morning before Security resumes regular parking lot patrolling, but not before snow removal activities begin. E. Steigaufer is aware of the issue and will increase nighttime patrolling and ticketing in problem areas.
- L. Abrahamson noted that a lot of materials for recycling and other items are accumulating in the pedestrian tunnel between Sattgast and the Student Union. M. Arneson added that the adjacent tunnel to Memorial is also becoming cluttered. R. Marsolek will follow-up on the information.
- It was also noted that the route from the southeast exit of the Ed-Arts building requires pedestrian to navigate over a low retaining wall. This is a result of construction work in the area that required the erection of a fence, which prevents access to the normal walkway. R. Marsolek was aware of the problem and indicated that the building project contractor or BSU will have a step or ramp installed soon.
- R. Marsolek described requirements for use of a Hot Work Permit when work is done that creates a potential fire risk. Activities such as welding, soldering, and using a cutting torch are covered by the permit system. MnSCU has directed all colleges and universities to comply with the program, which sets forth the precautions that must be taken to protect against accidental fires caused by the hot work. One of the permit requirements is that any area where hot work has been done must be inspected for fire activity every 30 minutes, for four hours, after the work has been completed. This creates challenges for maintenance staff who have frequent interruptions to other work when returning for the inspections or must arrange for overtime work if the inspection period extends beyond regular work hours. It also creates a potential inconvenience for students living in dorm rooms where hot work has been done. Residential Life has not been supportive of suggestions to have their staff conduct the inspections in the dormitories. Maintenance staff is not always able to arrange for overtime work on short notice. Security and Safety cannot guarantee that a patrol officer will be available every half hour of the watch period. E. Steigaufer suggested establishing a list of employees who would be willing to accept the over time work and call individuals from the list as

needed. That idea will be presented to the maintenance supervisors.

- R. Marsolek reviewed an OSHA regulation addressing means of egress. The regulation directs employers to maintain safe and efficient building exit routes for use in emergencies. Specific language in the regulation states exit routes must be ... “continually maintained free of all obstructions or impediments to full and instant use in the case of fire or other emergencies.” This applies to most of the hallways, lobbies, stairways, and entranceways on campus. Violations occur frequently when furniture, equipment, boxes and other items are placed in these areas as they await pick-up for disposal or storage.
Other provisions include prohibiting the display of decorations or other adornments that interfere with identification of an exit and clearly signing doorways as exits or not exits, if there is potential for confusion.
A related issue involving self-closing doors was also discussed. These doors are equipped with the self-closing devices because the doors provide access to emergency exit corridors. The doors are to remain closed to prevent the spread of smoke and fire into those corridors in the event of a fire emergency. Using wedges or other methods to override the self-closing mechanism is prohibited. The information was provided to the committee to increase their awareness of safety issues affecting the campus. R. Marsolek encouraged them to notify EHS if they notice egress problems in campus buildings.
- E. Steigauf and R. Marsolek informed the committee that the Student Senate passed a resolution calling for Security and Safety to be equipped with an Automatic External Defibrillator (AED). Security and Safety will purchase one unit and the American Red Cross will provide training. The unit will be in a patrol vehicle.
- E. Steigauf is developing a “deficiencies notice” for patrol officers to use to report problems such as burned out lights in tunnels and outside security lamps, doors left unlocked, and electrical appliances such as coffee pots and space heaters left on overnight. The notice would be forwarded to someone responsible for the area where the deficiency was noted so that they are aware of it and can take action to correct it or prevent it from occurring again. Suggestions for items to include in a list of deficiencies to look for can be forwarded to E. Steigauf.
- J. Utley described vandalism that has been repeatedly occurring in Tamarack Hall. It is most prevalent on a particular floor and includes bottles being thrown out of upper story windows. Security and Safety is aware of the problem.

The next meeting will be in December on a date to be announced later.

Adjourn: 2:30 P.M.

Respectfully submitted,

Richard Marsolek
Coordinator, Environmental Health and Safety