



**BSU Joint Safety Committee Meeting Minutes  
Meeting #34 – December 18, 2003**

Time: 1:35 P.M.

Place: D301B

In Attendance: B. Butler, T. Harrison, M. Lanners, R. Marsolek, J. Sande, M. Taylor, J. Utley

Absent: L. Abrahamson, M. Arneson, J. Mastro, M. Schmitt, E. Steigauf and R. Womack

There were no changes to the agenda.

Six items of old business were reviewed.

- There was no progress to report on the campus emergency plan.
- Vice President Amble has contacted the Services for the Blind representative responsible for the vending machine services on campus. He apologized for the machines not being in compliance with the campus policy and will have workers begin securing the machines during the semester break.
- R. Marsolek sent a notice to representatives from ARAMARK, the Hobson Union, Building Services, and the Book Store, directing them to clear out the Sattgast-HMU tunnel and the adjoining tunnel to Memorial. The beginning of the next semester was set as the deadline.
- A step has been installed to get up and over the low retaining wall in the temporary walking path along the southeast corner of Ed-Arts, between the building and the construction fence.
- The suggestion to develop a call-in list to conduct after-hours fire watches, as part of the hot-work permit requirements, was forwarded to the maintenance supervisors. They are considering it.
- Security will be purchasing an AED through a grant program sponsored by Greater Northwest EMS. There will be a substantial savings over the regular retail price but the unit will not be available until February.

There were two reports of work place injuries.

Both injuries were caused by overexertion. In the first case an employee developed lower back pain after lifting a trash bag. The injury was not serious and there were no lost workdays but the employee was restricted from lifting heavy loads for three days.

The second injury was a strain of the right shoulder with a possible tear to the rotator cuff. It occurred while throwing a football. There has not been any lost time or work restriction reported for this injury. R. Marsolek noted that the injury occurred more than three months before it was reported. He used this point to explain that work injuries must be reported as soon as possible so that the appropriate forms can be filed to initiate workers' compensation claims. The University must report the injuries within seven days to comply with regulations and avoid late reporting fines.

Two new business items were discussed.

- R. Marsolek reported that he has been working with Richard Jackson, from the Rec Center, to assign number designations to all of the entrances to the Rec Center/PE Building complex. The idea was suggested by Mr. Jackson as a way to lessen confusion and promote more efficient communication when directing emergency responders to the complex. A map of the building complex showing the number designations is being developed by the News and Publications office. It should be completed in January. Security and Safety and local emergency response groups will then be given the opportunity to review it and provide input. Once the map is finalized, corresponding numbers will be placed on the building, outside the entrances.
- R. Marsolek presented a proposed operational policy that would greatly limit the use of motorized vehicles on campus sidewalks. The policy is intended to address safety and liability concerns. As drafted, no private vehicles would be allowed to drive on the sidewalks. Maintenance and service vehicles will only be allowed when there is no other practical alternative. Committee members agreed that that vehicle use of the sidewalks has been an increasing problem and supported moving ahead with the proposed policy. B. Butler suggested adding language to further clarify that only maintenance and service vehicles would be allowed to use sidewalks. R. Marsolek will discuss the proposal with Interim Vice President Amble. He and J. Sande will have discussions with maintenance supervisors and incorporate the policy into specifications for contract work. Safety and Security and other affected groups will be consulted for input before the policy is fully implemented.

The next meeting is tentatively scheduled for January 15.

Adjourn: 2:31 P.M.

Respectfully submitted,

Richard Marsolek  
Coordinator, Environmental Health and Safety