



**BSU Joint Safety Committee Meeting Minutes
Meeting #38 - June 24, 2004**

Time: 1:35 P.M.

Place: D301B

In Attendance: L. Abrahamson, B. Butler, T. Harrison, M. Lanners, R. Marsolek, D. Morris, M. Schmitt, J. Utley

Absent: J. Mastro, J. Sande, E. Steigauf, M. Taylor and R. Womack

Guest: Casey McCarthy

Prior to addressing agenda items, Diane Morris was introduced and welcomed as the newest member on the Safety Committee. She will be representing MAPE and is replacing Melissa Arneson.

Three items of old business were reviewed.

- Casey McCarthy, Campus Security Supervisor, discussed Department emergency plans and the upcoming tornado drill. He estimates that about 75% of the campus departments and work areas have submitted their emergency plans. The Residential Life plans have been submitted. Committee members were asked to review their awareness of their work areas' emergency plans and what, if any, specific responsibilities they have and direct questions or concerns to their supervisors. A campus wide tornado drill will be conducted on Friday, June 25. Security and Safety will initiate their phone notification process at about 10:00 AM. All campus departments and work areas are to then implement their emergency plans and all personnel should proceed to the shelter site designated for their area. It was emphasized that the drill is intended to be a learning experience and questions, comments, suggestions, and concerns will be welcomed and should be forwarded to Safety and Security.
- There is no new information to report on the vending machine work
- There is no new information to report on the suggestions forwarded to interim Vice President Amble for limiting vehicle traffic on sidewalks. The issue will be renewed with the new Vice President sometime after July 1st, when Bill Maki moves into that position.

There were two reports of work place injuries occurring since the last meeting.

- An employee injured his head when he struck the top of the cab on a utility vehicle. He sustained a cut and received medical attention. There were no lost workdays or restrictions resulting from he injury.
- A supervisor reported that he would be submitting a first report of injury for a student employee who was experiencing back pain and intended to seek medical attention. No first report has yet been received.

Three items of new business were discussed.

- R. Marsolek reported that a representative from the MnSCU safety office would be on campus on July 13 to review safety policies and tour the campus. Safety Committee members were invited to attend and several expressed interest in doing so. R. Marsolek will notify the committee members of the specific time and other details, when they become available.

The Department of Employee Relations (DOER) has informed all State Agencies that the Hazard Hotline service provided by PROSAR, Inc., as part of the state's Employee Right-to-Know program, will be discontinued as of July 1, 2004. PROSAR indicated they would no longer be able to offer the service due to liability and cost issues. DOER is exploring the possibility of having a modified form of the service provided by the Minnesota Poison Control Center.

Based on recommendations from the Bemidji Fire Department, BSU will be replacing the fire extinguisher in the commercial kitchens, on campus. The kitchens are currently provided with ABC type extinguishers. They will be replaced with type "K" extinguishers. They are considered a better choice for these areas. However, L. Abrahamson noted that they are also more expensive than the ABC extinguishers and maintenance staff will be unable to recharge them.

The next meeting is tentatively scheduled for July 22, 2004.

Adjourn: 2:26 P.M.

Respectfully submitted,

Richard Marsolek
Coordinator, Environmental Health and Safety