



BSU Joint Safety Committee Meeting Minutes
Meeting #39 – July 22, 2004

Time: 1:31 P.M.

Place: D301B

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

Absent: M. Lanners, J. Mastro, E. Steigauf, M. Taylor

Four items of old business were reviewed.

- Progress on the campus emergency plan has been unchanged since the last meeting. Beginning July 28, Casey McCarthy and R. Marsolek will be meeting weekly to get the remaining plans completed and review all plans. The Emergency Management Team will begin bi-monthly meetings in September to work on the campus-wide emergency plan.
- R. Marsolek reported that, according to Security, the phone notification process for the June tornado drill took approximately 10 minutes to complete. The Security Office had two people making the calls. Typically they would have only one. Security was satisfied with the drill in that most people quickly evacuated to the appropriate shelter sites and several issues were identified that, when addressed, will improve the emergency plans. There were several requests from areas that did not get called, to be added to the calling list. It was intended that some of those areas would be notified by other contacts who are on the list. But there were others who were unintentionally missed. Security and the Emergency Management Team will be reviewing these issues. E. Steigauf is gathering information on an annunciation system that would make it possible to broadcast warning signals and voices messages throughout the campus buildings. D. Morris had questions about how successful the exercise was in Sattgast Hall. She will check directly with Security
- The MnSCU safety visit scheduled for July 13 was postponed. R. Marsolek will inform the committee when a new date is set.
- The Hazard Hotline service has been discontinued, as of July 1. The toll free number for that service now rolls over to the Minnesota Poison Control Center. The Center provides statewide poison information and medical treatment recommendations 24 hours a day, 365 days per year.

It will not be providing state employees or agencies with copies of material safety data sheets and will not provide Right-to-Know training.

There were no reports of work place injuries occurring since the last meeting.

Three items of new business were discussed.

- R. Marsolek reported that Dr. Womack resigned her seat on the Safety Committee. No replacement has been appointed.
- L. Abrahamson asked about the status of a policy to control the private installation of window air conditioners in the dorms. Last summer, dorm residences haphazardly installed several air conditioners. This led to concerns about safety as well as utility and maintenance issues. A few more have appeared this summer. T. Harrison indicated that Residential Life is aware of the issue and will address it with the residents.
- Beltrami County has asked for BSU's participation in its annual disaster exercise, which is planned to take place in September. E. Steigauf will be getting more details.

The floor was opened for general discussion and questions after completion of the agenda items.

M. Schmitt asked about the recent insecticide spraying of the exterior of campus buildings. An employee had asked him about the safety of the operation especially when spraying around air intakes. J. Sande indicated the spraying was to control insects on the windows. R. Marsolek will follow-up on the safety question and report back to the committee.

B. Butler asked if any action had been taken regarding concerns about outside ashtrays, discussed at the last meeting. J. Sande replied that maintenance staff had been informed to empty them more often. There have been no recent reports of problems with them.

The next meeting is tentatively scheduled for August 19, 2004.

Adjourn: 1:56 P.M.

Respectfully submitted,

Richard Marsolek
Coordinator, Environmental Health and Safety