



BSU Joint Safety Committee Meeting Minutes  
Meeting #44 -March 24, 2005

Time: 1:30 P.M.

Place: D301B

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

Absent: E. Steigauf

One item of old business was briefly discussed.

- L. Abrahamson reported that there are still many vending machines that have not been secured against tipping, as required by University policy. R. Marsolek will follow up.

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

- A student Security Officer fell while running on steps and strained an ankle. There was no medical expense, lost work time, or work restrictions.
- An employee slipped on snow and ice in the Walnut parking lot and sprained an ankle. There was one day of lost time.
- An employee slipped on snow and ice in the Bangsberg parking lot and received arm and leg bruises. There was one day of lost time.
- An employee experienced shoulder pain due to overexertion from lifting and carrying trash bags. There was no lost time or work restrictions.
- An employee slipped on snow and ice in the PE Complex parking lot and experienced some back pain. There was no lost work time.
- An employee received a minor acid burn on their arm from a bowl cleaner splash. The container lid was loose and acid splashed out when it was removed from a shelf. There was no lost work time.

Two items of new business were discussed.

- R Marsolek reported that President Quistgaard requested First Aid kits be an agenda item for Safety Committee discussion. No other information was provided. R. Marsolek noted that First aid kits were discussed at the last meeting. The meeting minutes specific to that discussion from the 1/20/05 meeting are included here:

*T. Harrison asked about first aid kit requirements. R. Marsolek responded that OSHA regulation states that the employer needs to provide kits appropriate for the types of injuries most likely to occur in the work area. This decision and provision of the kits is considered to be the departments' responsibility. EHS will provide assistance upon request. R. Marsolek will forward ANSI guidelines for first aid kit selection to T. Harrison and D. Morris.*

- The remainder of the meeting was spent reviewing and discussing MnSCU Safety Committee recommendations from the Chancellor's office. Committee members agreed to extend the meeting beyond its one-hour time limit to allow completion of the review.

The opening section of the document noted that State Statute requires safety committees. Various bargaining units also call for safety committees.

Committee structure can vary from simple to complex, depending on the size and needs of the campus. R. Marsolek observed that the BSU committee structure is a simple one consisting of representation from administration, faculty, and staff. Students are not represented on the committee. T. Harrison and L. Abrahamson reported that students sometimes voice concerns about security and personnel safety at Parking Committee meetings. After discussion, it was decided that the Student Senate would be asked if they had interest in having student representation on the committee. R. Marsolek will follow-up on that issue and report back to the committee. It was also decided that Faculty and Staff should be notified to make sure students are informed of safety procedures and policies specific to their class and student work activities. R. Marsolek will post a Fac/Staff message about this, at the beginning of the semesters.

The Chancellor's recommendations state that Safety Committees need to establish a mission or scope statement. R. Marsolek suggested that information from the Safety Committee's new member orientation message could serve that purpose. That message was reviewed discussed. D. Morris pointed out that parts of that message might be more appropriately listed as duties and responsibilities. It was decided to use the orientation message as the basis for developing a mission statement with language reflecting the broader goals of the committee and leaving out specific duties. Reference to student safety will also be considered. R. Marsolek and D. Morris will develop statements for the committee to consider. Other members were also encouraged to provide input.

The committee next reviewed a lengthy list of suggested duties and responsibilities. The committee is already addressing several of the listed items.

There was considerable discussion about whether or not the committee should be involved in reviewing all campus safety and health policies. It was agreed that this is a legitimate function when it pertains to administration policy, but there was less certainty about becoming involved with specific and/or unique department policies and procedures. It was decided that departments could

be contacted to determine if they have policies and the safety committee would offer to review them.

Analysis of work injury and illness statistics was another suggested duty. These statistics are currently reviewed by EHS and that information is available to the committee. It was therefore decided that the committee would not routinely do their own statistical analysis or review.

Committee members may initiate or participate in worksite safety inspections but do not routinely do so now. There was not a strong consensus to begin doing so but that option will remain open.

A suggestion that the safety committee conduct review and inspection of chemical and hazardous materials safety policies and procedures was considered but rejected. It was decided that the unique and technical aspects of these issues would require committee members to receive detailed training and information before they could effectively conduct inspections in these areas. Committee members reserve the right to participate in and/or observe inspections but will not serve as the primary inspectors.

The committee also declined to become involved in direct advising of the Workers' Compensation program. It will continue to regularly review accident and injury reports and reports of hazardous working conditions or practices.

In related discussion, J. Maestro reported a low overhead hazard and utility boxes protruding into the walking space of the pedestrian tunnel system. R. Marsolek will investigate and determine if padding or other remedies can mitigate the hazards.

Adjourn: 3:09 P.M.

Respectfully submitted,  
Richard Marsolek  
Coordinator, Environmental Health and Safety