



**BSU Joint Safety Committee Meeting Minutes  
Meeting #50 -November 21, 2006**

Time: 1:35 P.M.

Place: South Conference Room, HMU

In Attendance: M. Lanners, R. Marsolek, L. Sutherland, Ed Driscoll for AFSCME, Scott Theisen for MAPE

Absent: T. Beck, B. Butler, J. Mastro, D. Morris, J. Sande, E. Steigauf, J. Utley

Brief introductions were made for Ed Driscoll and Scott Theisen who attended on behalf of their bargaining units' appointed representatives, who could not attend the meeting.

The following old business was discussed:

- The Pandemic Planning Committee continues to meet regularly. The committee arranged for Dr. Ralph Morris from the Minnesota Department of Health's Office of Emergency Preparedness to present an informational session on pandemic flu on November 9 in the Great Room of the American Indian Resource Center. Titled "Seasonal, Avian and Pandemic Influenza: The Top Ten Questions (and answers)," the program discussed basic issues of pandemic influenza as they will potentially affect this country. It also briefly covered some of the unique challenges that pandemic influenza present to colleges and universities. M. Lanners attended the session and found it was interesting and informative. E. Driscoll noted that media coverage of pandemic topics seems to have decreased since last summer. R. Marsolek suggested that that might be due to less interest on the part of media organizations rather than a decrease in the potential threat of a pandemic or a lessening of concern by health agencies. He reported that the World Health Organization considers the pandemic threat to be in phase three, which means there is animal to human spread of the infection but no or very limited human to human infection. Most human cases have occurred in Southeast Asia. There have been approximately 250 cases worldwide and 150 deaths, since 2003. No bird or human cases have been reported in the U.S. BSU's pandemic plan uses the WHO threat phases as trigger points for implementation of response actions on campus. R. Marsolek indicated that the Pandemic Planning Committee is discussing making the plan available through a link from the BSU home page. Current information and related links are available on the Student Health Service web site.
- R. Marsolek provided committee members with a list of exceptions MnSCU is requesting to the

State Risk Management Fleet Safety Standards drafted last spring. The exceptions address issues related to student employees under the age of 21 driving fleet vehicles, as well as the use of 12 and 15 passenger vans and towing. The draft policy prohibited or limited these activities. The exceptions are still being reviewed. It is anticipated that a final Fleet Safety Standard will be completed sometime after the beginning of the new year.

- Response to a concern reported by J. Utley at the last meeting, about lighting in the wooded triangle along Birch Lane was tabled until the next meeting.
- R. Marsolek provided committee members copies of an e-mail response from Ryan Hilmer regarding concerns about student employees' use of cleaning chemicals in Tamarack Hall. The reply indicated that student employees are required to attend training on use of cleaning products prior to using them and that the GMWs are aware of this requirement. Hilmer was aware of an incident where a student was using a product prior to training and that issue has been addressed. E. Driscoll indicated that the original concern may have been about a different incident, but he believed that concern had already been addressed as well.

The committee reviewed 2 reports of work place injuries occurring since the last meeting.

Reported injuries fell into the following categories:

- Falls – 1
- Idiopathic – 1

An employee fell while standing on a chair resulting in a bruised thigh. There was one lost workday due to the injury, but no medical expenses or restricted duty.

Another employee reported experiencing sudden onset hip pain while walking up a stairs. No specific activity, incident, or other cause was identified. There was no lost time, medical expenses, or restricted duty.

Five items of new business were discussed.

- R. Marsolek reported that MnSCU has directed its campuses to develop Continuity of Operations Plans (COOP). The plans address how the campuses will recover and return to normal business operations following a major incident or disaster that disrupts their normal activities. MnSCU hired a consulting group to develop spreadsheet templates to guide the planning process. Several members of the Pandemic Planning Committee will be attending training on use of the templates, in Eveleth, on November 30.
- R. Marsolek provided committee members with a list of observations, concerns, and suggestions resulting from a campus security walk that took place on November 2. President Quistgaard and representatives from Security and Safety and the student body toured the campus after dark to identify lighting and other physical security concerns. The Physical Plant will review the list and address the concerns as appropriate.
- R. Marsolek gave a brief summary of safety topics discussed at the MnSCU Environmental Health & Safety Conference held in Eden Prairie on November 16. He noted that Vice-Chancellor Laura King discussed pandemic planning and was satisfied with the progress on campus plans. A presentation on On-Line learning discussed use of interactive computer based safety training. R. Marsolek believes it could be a very effective training method that offers greater flexibility and other advantages over current methods.

- E. Driscoll reported concerns about traffic visibility when accessing Birchmont Drive from both the Birch parking lot and 23<sup>rd</sup> Street. Vehicles parked along the west side of Birchmont interfere with visibility of vehicles entering the street. It was suggested that the no-parking areas be extended at both locations. Committee members agreed to support the suggestion. S. Theisen indicated this issue was also discussed at a Parking Committee meeting. R. Marsolek will forward the suggestion to Jeff Sande and Security and Safety.
- M. Lanners reported that ladder safety was a concern discussed at a recent of the Middle Management Association (MMA). During that meeting, Mike Doty and Bill Lanners indicated that they and their staff have observed that there are many ladders on campus that are in poor condition and may not meet OSHA standards. R. Marsolek will follow-up.

The next meeting is tentatively scheduled as follows:

Date: Thursday December 29, 2006

Time: 1:30 PM

Place: TBA

Adjourn: 2:35 P.M.

Respectfully submitted,  
Richard Marsolek  
Coordinator, Environmental Health and Safety