



**BSU Joint Safety Committee Meeting Minutes
Meeting #51 -February 22, 2007**

Time: 1:35 P.M.

Place: D301A

In Attendance: T. Beck, B. Butler, E. Hoffman, Casey McCarthy, R. Marsolek, J. Sande, L. Sutherland, Scott Theisen, J. Utley

Absent: M. Lanners

Brief introductions and welcome were extended to two new members. Casey McCarthy is succeeding Erle Steigauf as representative for Security and Safety. Elaine Hoffman succeeds Jim Mastro as the IFO representative.

The following old business was discussed:

- The Pandemic Planning Committee has not met since December. It will next meet in early March to review the plan and discuss any changes that may be needed. L. Sutherland asked if hand sanitizers that have been put up around campus are part of the pandemic planning and how the locations were chosen. R. Marsolek and J. Sande indicated that they were installed near many of the campus building entrances as a result of pandemic planning committee discussions and the recommendation of Barb Eriksson-Capes. Requests to have dispensers moved or additional ones installed can be made by submitting a work order to the Physical Plant Office.
- MnSCU will be providing additional training on Continuity of Operations Planning (COOP). R. Marsolek reported that BSU is requesting that a training session exclusively for University planning participants be held on the campus.
- Streetlights along Birch Lane were repositioned during street construction last year. Before the construction, to improve security, the lights were adjusted to direct light toward the sidewalk in the wooded triangle between Birch Lane and Birchmont Drive. Physical Plant staff will check on whether the lights were aimed properly after they were repositioned.
- J. Utley reported that an additional car length of no parking has been added along Birchmont Drive where it is intersected by the access to the Birch Hall parking lot. A similar action has been requested to the City for the intersection of Birchmont Drive and 23rd street. That action is pending until the ground warms enough to allow moving a "No Parking" sign.

- Mike Dotey has submitted a list of ladders to be replaced. J. Sande and R. Marsolek will review the list and prioritize the order of replacement.

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

Reported injuries fell into the following categories:

- Falls – 1
- Contact with a chemical – 1

An employee tripped fell over pop cartons placed in the hallway near the entrance to the variety store in the Student Union. A vendor placed the cartons there. The fall resulted in a bruised hand and knee and a sore ankle. Medical expenses were incurred for a clinic visit but there was no lost workdays or restricted duty reported. The vendor was contacted.

An employee was splashed in the eyes by diesel fuel when the filling hose from a bulk tank cracked, due to extremely cold temperature at the time. Medical expenses were incurred for a clinic visit but there was no lost workdays or restricted duty reported. There was no injury to the eyes or face. The hose was repaired with flexible coupling that will allow better range of motion without stressing the hose.

Four items of new business were discussed.

- R. Marsolek reported that an emergency alert system was installed in Bridgeman Hall in January. The system includes receivers and speakers located throughout the building that are activated by a transmitter located in the Security and Safety dispatch center. The system allows Security and Safety to send emergency messages to through out the building quickly. A voice message will be preceded by an audible tone and flashing strobe light alert signal. The system is an improvement over the current phone tree method, which can take 20-30 minutes to complete, if every campus building must be contacted. The system was installed in Bridgeman as part of the recent remodeling project. It will be installed in other buildings as funding permits.
- MnSCU will begin holding regional training sessions on the National Incident Management System (NIMS) in March. NIMS is a federally mandated system that all emergency response organizations and federal, state, and local agencies must use in emergency operations and planning. Any employee involved in emergency management, operations, or planning must complete NIMS training.
- S. Theisen reported that the tunnel between Memorial Hall and the Student Union has numerous items stored in it and passage has become difficult. It was also noted that there are several items in the tunnel between Sattgast and the Student Union. R. Marsolek will follow-up on those issues.
- E. Hoffman indicated that a large event, including an air show over Lake Bemidji would be taking place on campus this spring. She asked about the Safety Committee's role, if any, related to the event. It was recommended that Kathy O'Brien should be contacted to schedule the event and that the necessary departments would be notified through the scheduling process.

A motion to adjourn was offered by S. Theisen. L. Sutherland seconded he motion. The motion was approved by voice vote without discussion or dissent.

The next meeting is tentatively scheduled as follows:

Date: Thursday March 22, 2007

Time: 1:30 PM

Place: TBA

Adjourn: 2:15 P.M.

Respectfully submitted,

Richard Marsolek

Coordinator, Environmental Health and Safety