



**BSU Joint Safety Committee Meeting Minutes  
Meeting #52 -June 26, 2007**

Time: 1:35 P.M.

Place: D210

In Attendance: B. Butler, Bill Crews, R. Marsolek, J. Sande, L. Sutherland,  
Scott Theisen,

Absent: E. Hoffman, M. Lanners, Casey McCarthy, J. Utley

Guest: Linda Gilsrud, Director of Human Resources

Brief introductions and welcomes were extended to Bill Crews and Linda Gilsrud. Bill is succeeding Thomas Beck as representative for MSUAASF. Linda Gilsrud is the BSU Director of Human Resources and will attend meetings as her schedule permits.

The following old business was discussed:

- The MnSCU Fire/EMS/Safety Center presented Continuity of Operations Planning (COOP) training on campus in April. A campus plan needs to be developed and submitted to MnSCU by December 31 of this year. Most campus departments will be participating in the planning at some level.
- Birch Lane lights are properly aligned to provide some illumination to the interior of the wooded triangle between Birch Lane and Birchmont Drive. Summer foliage may reduce the effectiveness of that lighting. There are no current plans for additional lighting. There are street lights along the adjacent sidewalks along Birch Lane and Birchmont Drive
- The City will increase the no parking area on Birchmont, just north of 23rd street but has not yet done so. The no parking space on Birchmont near the access to the Health Service lot has been extended.
- Ladder replacements for maintenance areas will begin after the beginning of the new fiscal year in July.
- Removal of items from the Sattgast-Memorial Tunnel is still in progress. R. Marsolek will follow-up on that project.

The committee reviewed 14 reports of work place injuries occurring since the last meeting.

Reported injuries fell into the following categories:

- Falls (4)
  - Pain lower back
  - Pain leg
  - Pain in ankle, shin, foot, hand
  - Pain in hip, back, head, neck
- Traffic Crash (2) (Driver and occupant injured in single crash)
  - Pain, and bruises
  - Fracture, pain, bruises
- Struck Object (2)
  - Laceration to forehead
  - Punctured palm
- Body Reaction (2)
  - Strained hip
  - Strained knee
- Overexertion (4)
  - Lifting (1)-Pain upper back
  - Pulling (1)-Pain in arm, elbow, wrist
  - Twisting (1)-Strain to abdomen
  - Carrying (1)- Pain in middle of back

New business discussion was about employee training.

- The committee reviewed a Employee Right-to-Know training streaming video produced by MnSCU. R.Marsolek reported that the video will be used primarily for training of new employees but may also be used for annual refresher training. MnSCU is planning to produce similar products for other safety training needs and is also developing a training management system to be used by all the universities and colleges in the system.
- S. Theisen noted that BSU provides very little training and orientation information to new employees as compared to his experience during his employment with the Department of Transportation. L. Sutherland indicated that employee training has been an issue for many years and improvements would be welcome. Linda Gilsrud indicated that Human Resources and the campus training committee will be looking at ways to improve and enhance employee training.

The next meeting is tentatively scheduled as follows:

Date: Thursday July 26, 2007  
Time: 1:30 PM  
Place: TBA

Adjourn: 2:45 P.M.

Respectfully submitted,  
Richard Marsolek  
Coordinator, Environmental Health and Safety