



**BSU Joint Safety Committee Meeting Minutes  
Meeting #53 - July 24, 2007**

Time: 1:35 P.M.

Place: D306

In Attendance: Bill Crews, E. Hoffman, M. Lanners, R. Marsolek, J. Sande, L. Sutherland, J. Utleby

Absent: B. Butler, Casey McCarthy, Scott Theisen,

The following old business was discussed:

- The City still has not expanded the no-parking area on Birchmont, north of 23rd street. It is anticipated that it will be done after the resurfacing of Birchmont Drive, which is scheduled to begin soon and be completed by August 17.
- Orders for ladder replacements for maintenance areas will be made this week.
- Many, but not all, items have been cleared out of the HMU/Sattgast-Memorial Tunnel. A final notice for removal of the remaining items will be sent this week. Items not claimed and removed will be discarded or turned over to the inventory office.

The committee reviewed 3 reports of work place injuries occurring since the last meeting.

Reported injuries fell into the following categories:

- Struck By Object (2)
  - Sprained pinky finger when lifting bag of soil, no lost time or restricted duty, treated at Student Health Service
  - Nail torn from big toe when moving machine table, no lost time or restricted duty, medical expenses incurred for clinic visit.
- Overexertion (1)
  - Employee experiencing wrist pain related to repetitive motion from handling papers in office. This is an incident report only, at this time.

Three items of new business were discussed.

- E. Hoffman discussed concerns about confusion about how to report emergencies in buildings, especially after normal hours, and gave examples of incidents that have occurred in Bridgeman Hall. She reported that in one incident, the Security and Safety dispatcher did not know what to do or who to call when notified about strong chemical odors in the building. R. Marsolek indicated that all emergencies and building problems should be reported to Security and Safety and they have a list of staff members available to call in to deal with utility and other problems. He noted however, that Security and Safety dispatchers are often student employees and they may not always have enough experience or knowledge to determine who the appropriate person is to call, if it is not obvious from the caller's description of the problem. E. Hoffman suggested that campus employees should be made aware of reporting procedures. She would also like to discuss Security and Safety's procedures with Casey McCarthy. B. Crews added that department's should include notification procedures in their emergency action plans. R. Marsolek suggested developing a decision tree that dispatchers could use to guide them in determining who to call. He will discuss the suggestions with Casey McCarthy.
- R. Marsolek showed the committee a device called the "Lock Stopper". It is a lightweight plastic card that is placed between a door's latch and the strike plate, allowing the door to be opened and closed while leaving the latch in the locked position. It is held in place by a Velcro strip. The purpose is to allow the door to be quickly locked without having to use a key or deadbolt. This is accomplished by simply removing the card, allowing the latch to engage the strike plate. Interest in the device resulted from concerns expressed by faculty following the Virginia Tech. shootings. Some classroom doors lock only from the outside and require a key to do so. In a situation where a violent intruder is in the building, someone would have to go out into the hallway to lock the classroom door, potentially exposing them to the intruder. The "Lock Stopper" device is being reviewed as one possible solution to that problem. Quantities of 1000 or more sell for \$7.99/ea. Though committee members felt the cost was high for such a simple device, R. Marsolek noted that it is inexpensive relative to the cost of adding deadbolts or other locking systems. Casey McCarthy and Jeff Sande will be discussing this and other options for addressing this issue.
- E. Hoffman described an on-line learning program she has been using to provide safety training to her Industrial Technology students. The product is provided by Convenience Learning International, a Minnesota based company. The training is presented as an interactive, multimedia, web-based course. Students are assigned a unique password with which to log into assigned courses. They can complete the course at their own speed and sessions can be saved and returned to at a later time. The course includes pre-tests and post tests. Students can print out a certificate of completion after successfully finishing the course. The program also provides the instructor with a detailed report that includes who has taken the course, when it was taken, how much time was spent, and how well they did. There are over 200 course titles currently available.

Cost for the program includes an administrative license fee plus a per person, per course fee that is based on how many total courses are used. The cost per person, per course decreases with the number of courses. E. Hoffman indicated she has been paying about \$9-\$10 per student per course. R. Marsolek reported that this program was also being considered for MnSCU system-wide use to address regulatory required employee training. MnSCU initially indicated interest in the product last November and predicted an agreement would be finalized by early spring of this year. However, that agreement has been delayed indefinitely and it's future is unsure as MnSCU is now considering other options. The approximate \$45,000 cost for the licensing agreement was cited as a primary reason for not completing the agreement. That fee would have put the cost per employee per course

at approximately \$3.00

R. Marsolek expressed his disappointment at MnSCU's decision, noting that compliance with training requirements is probably the most challenging issue for safety program management. He believes the \$45,000 cost is a bargain when compared to the wages and fringe benefits that would be needed to hire just one full-time employee to provide the training for just one or two campuses. The Convenience Learning products can provide all the necessary training for all the campuses.

Committee members support further exploration of ways to acquire the product for employee training. E. Hoffman and R. Marsolek will work together to pursue acquiring the training program for use on campus for both employees and academic programs.

The next meeting is tentatively scheduled as follows:

Date: Tuesday August 28, 2007

Time: 1:30 PM

Place: TBA

Adjourn: 2:45 P.M.

Respectfully submitted,  
Richard Marsolek  
Coordinator, Environmental Health and Safety