



**BEMIDJI**  
STATE UNIVERSITY

**BSU Joint Safety Committee Meeting Minutes  
Meeting #54 - August 30, 2007**

**DRAFT**

Time: 1:33 P.M.

Place: D301

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

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

The following old business was discussed:

- New ladders for the maintenance areas have arrived and been distributed.
- The no parking area at the Birchmont drive and 23<sup>rd</sup> St. intersection has been extended.
- Some items remain in the HMU/Sattgast-Memorial Tunnel. Arrangements have been made for building services to remove them.
- Discussion between Security and the Physical Plant regarding use of the Lock Stopper device is pending. R. Marsolek questioned if users could be relied upon to insert and remove the device consistently. S. Theisen suggested purchasing a limited quantity and making them available to employees who choose to use them.
- R. Marsolek reported that he and Joe Kleszyk discussed the concerns E. Hoffman brought up at the last meeting about confusion about how to report emergencies in buildings, especially after normal business hours. Security and Safety dispatchers do have a list of contacts for most utility and other emergencies. However, it is more difficult for dispatchers to decide who to call for less common problems, such as odors and noisy equipment. R. Marsolek will work with Security and Safety to develop dispatching guidelines for those cases.
- E. Hoffman and R. Marsolek met with Mr. Maki in early August to discuss the on-line safety training discussed at the July Safety Committee meeting. He is interested in the product and intends to look into it further. Northland Community and Technical College in Thief River Falls has dedicated \$10,00 for training using the program.

The committee reviewed two reports of work place injuries occurring since the last meeting. Reported injuries fell into the following categories:

- Struck By Object (1)
  - Punctured palm on electrical “fish tape”
  - Medical visit only, no lost time or restricted duty
  - Not OSHA recordable
- Fall (1)
  - Missed step, ankle and shoulder pain,
  - No lost time or restrictions, medical visit only
  - Not OSHA recordable.

Four items of new business were discussed.

- L. Sutherland explained concerns about student workers assigned to Building Services working in the Library without adequate identification. The workers have access to offices and other nonpublic areas but do not wear uniform shirts or other identification. J. Sande has talked to Dan Statton, Building Services Supervisor, about providing shirts or other identification, restricting use of keys, and having a GMW supervise work in staff offices and work areas.
- R. Marsolek reported an employee concern about congestion and traffic hazards at the northwest access to the Bangsberg Parking lot. It is difficult for vehicles to enter and exit there at the same time, resulting in vehicles stopped out on Birchmont Dr. and in the cross walk across 14<sup>th</sup> street. A Also parked vehicles along 14<sup>th</sup> street also make it difficult for drivers to see traffic as they exit the lot at both 14<sup>th</sup> street access driveways. A similar problem exists at the 12<sup>th</sup> street exits and the 12<sup>th</sup> St. and Birchmont Dr. intersection. J. Sande has discussed these concerns with Security and Safety and the Parking Committee is aware of them as well. He indicated that the northwest access point will be changed to an entrance only to reduce the congestion there. Plans to increase the no parking area along 14<sup>th</sup> street, 12<sup>th</sup> street and Birchmont Dr. are also being considered. Also being considered is replacing the two access drives on 14<sup>th</sup> street with one, wider drive located in the area between the two existing drives.
- R. Marsolek distributed an emergency procedures guide that was printed for distribution to all regular employees and posting in classrooms and assembly areas. The guide lists BSU’s emergency procedures for various incidents including, fire, severe weather, utility, medical, and other problems. It is designed in a tabbed flip-chart format to help locate information quickly. The guides will be distributed during up-coming emergency planning sessions.
- B. Butler inquired about the availability of CPR instructors on campus. R. Marsolek will forward her some information.

The next meeting is tentatively scheduled as follows:

Date: Week of September 24  
Time: 1:30 PM  
Place: TBA

Adjourn: 2:30 P.M.

Respectfully submitted,  
Richard Marsolek  
Coordinator, Environmental Health and Safety