



**BSU Joint Safety Committee Meeting Minutes  
Meeting #56 -October 25, 2007**

Time: 1:34 P.M.

Place: HMU, South Conference Room

In Attendance: B. Butler, E. Hoffman M. Lanners, R. Marsolek, L. Sutherland

Absent:, Bill Crews, Casey McCarthy, J. Sande, S. Theisen, J. Utley

The following old business was discussed:

- No new developments have occurred regarding on-line safety training since the last meeting. However, according to R. Marsolek, Mr. Maki is still supportive and intends to pursue it further.
- Discussion with Security and Safety about additional dispatching guidelines are still pending.
- R. Marsolek summarized the current and proposed emergency notification systems for the campus.
  - Connect-Ed is a web based system capable of alerting people via phone, pager, e-mail, PDA, Text messaging, and voice mail. Up to six different contact numbers can be assigned to each individual. The system can send live or recorded messages to thousands of individuals simultaneously. A small test was conducted on campus the week of October 22. A larger test is planned for November. The system is expected to be operational later this school year.
  - A radio base alert system is currently installed in Bridgeman Hall and is in the process of being installed in Ed-Arts, Hagg-Sauer, and Bangsberg. A transmitter in Security and Safety is used to send emergency alerts to receivers in the buildings. The receivers are hard wired to amplifiers and speakers located throughout the building. An alert tone and strobe light is activated prior to a live or recorded voice message being delivered. It is planned to install the system in all buildings.
  - Information Technology has developed an emergency notification/alert e-mail list that includes all employees and students BSU e-mail addresses.
  - Novel users can receive alerts to their computer through that system.
  - Mitel brand phones will be installed on campus as phone replacements occur. Notifications from a single base phone can be broadcast to all the phones at once or by designated groups. The alert would come through the phones' external speakers.
  - Security and Safety still maintains a phone tree calling list.

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

- Overexertion (1)
  - Inguinal hernia sustained while emptying a bucket.
  - No lost time yet but recovery from surgical repair will likely result in some lost time and/or restricted duty
  - OSHA recordable
- Laceration (1)
  - Cut finger with folding knife
  - Medical visit for stitches
  - No lost time or restricted duty
  - OSHA recordable.

The following items of new business were discussed.

- R. Marsolek attended a Risk Management Conference sponsored by the Department of Administration Risk Management Division. One of the discussion topics dealt with draft State vehicle operators policy. Provision of the policy that will directly impact BSU if enacted include, prohibition of drivers under 21 operating a vehicle out of state, , a CDL or training required for drivers of 10 or greater passenger vans and for trailer towing, driving record checks for all drivers and prohibition of drivers with certain driving violations. All drivers will be required to sign a vehicle use agreement. A subcommittee of the vehicle policy committee is discussion special considerations for MnSCU.
- E. Hoffman reported about concerns from faculty in Bridgeman about the campus alert emergency notification system in the building. Their concern is that the loud, unexpected alert tones may startle operators of shop equipment and machines, creating a risk that they will be distracted and injured. R. Marsolek will discuss this with J. Sande.
- E. Hoffman and B. Butler presented their concerns about the striping paint used in recently painted crosswalks across Birchmont Dr. The painted areas are very slippery, especially when wet. Tiny glass beads mixed with the paint also contribute to the slipperiness. R. Marsolek will follow-up.
- L. Sutherland and E. Hoffman suggested that some action be taken to address the slip hazard on the sidewalk along the north side of the Library. The sidewalk slopes quickly from Birchmont to Bridgeman and several people have been observed slipping and falling on it in previous winters. Hand rails and extra sanding were suggested as possible solutions. R. Marsolek will follow-up.

The next meeting is tentatively scheduled as follows:

Date: Week of November 26

Time: 1:30 PM

Place: TBA

Adjourn: 2:10 P.M.

Respectfully submitted,

Richard Marsolek, Coordinator, Environmental Health and Safety