



**BSU Joint Safety Committee Meeting Minutes
Meeting #58 -March 27, 2008**

Time: 1:30 P.M.

Place: Deputy 301A

In Attendance: Bill Crews, E. Hoffman M. Lanners, R. Marsolek, S. Theisen, J. Utleby

Absent: B. Butler, Casey McCarthy, J. Sande, L. Sutherland,

The following old business was discussed:

- R. Marsolek gave a progress report on the campus Emergency Procedures Guide distribution. 60-70% of faculty and staff have received guides. More presentations are scheduled over the next week. The general response has been positive.
- R. Marsolek reported on the results of the Connect Ed emergency notification system test conducted in February. Over 6000 calls were made. Approximately 70-75% resulted in a successful contact. The goal is to achieve at least 90% success. Problems are being addressed and another test will be conducted later this spring.
- The Informer Campus Alert emergency notification public address system has been installed in Ed-Arts, Hagg-Sauer, and Bangsberg. The work is substantially complete and final testing is expected to be conducted within the next couple of weeks.
- Convenience Learning International (CLI) has proposed a new pricing structure for its on-line safety training service. The service is being offered for \$0.13/employee/course/month plus a one-time set-up fee and \$195 annual maintenance fee. E. Hoffman described the program and how she uses it in her classes. Questions about how the monthly employee count and fees would be determined. R. Marsolek indicated that a CLI representative is willing to come to campus to describe the product and answer questions. E. Hoffman and R. Marsolek reported that comparable products they have seen are of less quality and/or more expensive than the CLI product. E. Hoffman made a motion that BSU accept the CLI proposal and pursue use of the training program. B. Crews seconded the motion. After brief discussion, the motion was approved by unanimous vote.
- Approximately 60% of the departments that were requested to provide information for developing a University Continuity of Operations Plan have responded.

The committee reviewed three reports of work place injuries occurring since the last meeting. Twelve reported injuries from five causes fell into the following categories:

Injuries

- Chemical Irritation (2)
- Pain (4)
- Fracture (2)
- Strain (1)
- Bruise (1)
- Puncture (1)
- Laceration (1)

Causes

- Contact with chemical irritant (2)
- Fall (4)
- Overexertion (2)
- Struck against object (2)
- Rubbed against object (1)

R. Marsolek handed out a spreadsheet a spreadsheet that included details about the injuries.

The following items of new business were discussed.

- J. Utley reported on a safety concern about snow and ice sliding off of the AIRC roof and falling onto the sidewalk. He indicated barricades were put up to prevent use of the sidewalk. They will be removed when the weather permits.
- Some employees attending the Emergency Procedures Guide meetings suggested that all BSU employees should be required to wear a picture ID badge. The committee discussed the idea and concluded that maintenance and other employees who work and provide services to areas outside of their “home” work area should wear picture ID badges. The committee did not feel they were necessary for employees who work out of a single location or office
- Interest in First aid and CPR training for employees was also expressed at Emergency Procedure Guide meetings. The Committee supported offering opportunities for employees to attend the training but there was no conclusion reached about by who or how it should be organized or paid for. E. Hoffman indicated that Technological Studies has a contact for an individual who provides First Aid and CPR/AED training for their students. The cost is \$31.00 for CPR/AID training, \$25.00 for First Aid, and \$60.00 for both. R. Marsolek noted that Duane Biehn has also provided CPR classes on campus.
- R. Marsolek passed around two letters from the Department of Administration, Division of Risk Management that listed various facility safety issues identified during a Risk Management inspection in January. Many of the listed items dealt with fire protection issues such as maintenance of sprinkler heads and storage of flammable and combustible materials. R. Marsolek is addressing the issues and provides progress reports to Risk Management.
- The State Severe Weather Awareness Week is the week of April 21. A Statewide tornado drill will be conducted on April 24. Security and Safety will activate the calling tree notification list and the Informer Campus Alert public address system, on that day. The Connect-Ed system will not be activated. That system will be tested later this spring. Information will be provided through the Fac/Staff list.

Adjourn: 2:40 P.M.

Richard Marsolek,
Coordinator, Environmental Health and Safety