



**BSU Joint Safety Committee Meeting Minutes
Meeting #73, March 4, 2013**

Time: 10:00 A.M.

Place: Deputy 301A

In Attendance: B. Butler, B. Crews, M. Lanners R. Marsolek, S. Theisen

Absent: J. Sande and J. Utley

Five items of old business were discussed:

Membership:

No representatives for the open Bemidji Faculty Association or AFSCME seats have been identified.

Madrigal Dinner Inspection:

The Bemidji Fire Chief inspected the Beaux Arts Ballroom, prior to the Madrigal Dinner shows, in November. Several concerns were identified including, use of live cut Christmas trees, combustible scenery sets which also obstructed exit ways, use of candles with open flames, and propping open of self-closing fire doors. Interim corrections were enacted for the November performance and permanent corrections will be made for future performances.

NIMS Training:

Last November, 20 BSU/NTC employees, primarily administrators, deans, and directors, were identified for participation in National Incident Management System training. Completion progress has been slow with only four people having completed the on-line training as of March 1.

Building Emergency Preparedness Plans:

The Library and departments in the John Glas Fieldhouse, Bangsberg, Hagg-Suaer Bridgeman, Decker, and Bensen Halls are in the process of completing building emergency procedures plans. Other departments and buildings will begin the process soon.

Emergency Procedures Guide:

New guides have been distributed around campus. More are available by contacting EHS.

Functional Job Descriptions:

The practice of utilizing physical assessments based on functional job descriptions in the hiring process has resumed.

Nine items of new business were discussed.

Winter Weather and Driving Safety Notices:

Links to winter safety information on the Minnesota Department of Public Safety's Homeland Security and Emergency Management web site were forwarded to the Fac/Staff list in December. The link is <https://dps.mn.gov/divisions/hsem/weather-awareness-preparedness/Pages/winter-weather.aspx>.

The Travel Office is providing winter driving safety information to employees using fleet vehicles.

Sharps Containers:

R. Marsolek reported on a response to a request for the installation of sharps disposal containers in public bathrooms on campus. The current policy is to not provide sharps disposal containers in public restrooms. The reasons include issues regarding cost, management, and security. The containers would need to be tamper-proof and secured in a way to prevent needles and syringes from being removed for illegal use. Health Service provides sharps disposal containers to students who need them. Individuals who need to regularly have injections typically know how to properly dispose of the sharps and have procedures to do so.

FEMA Fire Safety Video for College Students:

Residential Life is posting a link to a FEMA produced fire safety video on their web site. The video targets college students in both on-campus and off-campus housing.

Bird Droppings:

Pigeons roosting under the AIRC trash dumpster canopy have left droppings in the area. GMWs requested information on how to properly clean the area. It has been decided to wait until warmer weather arrives and then to use water to do the cleaning, in order to prevent health hazards associated with dust from the droppings. Bird exclusions will also be installed.

First Aid Kits:

Environmental Health & Safety responded to requests for information about the requirements for first aid kits in the workplace. R. Marsolek informed the committee that OSHA regulation states only that an adequate first aid kit needs to be readily available. The contents of the kit is not specified. It is up to the employer to determine what first aid supplies should be included, based on the most likely types of injuries too occur in the workplace. It is suggested not to include medications such as aspirin, ibuprofen, and other over-the-counter drugs due to issues with expiration and potential problems with unanticipated drug interactions.

Sattgast-HMU Tunnel:

As in several previous occasions, improper storage of items in the tunnel between Sattgast and the Lower Hobson Memorial Union is again interfering with pedestrian traffic using the tunnel. The tunnel is also a designated shelter site for occupants of Sattgast and the Union. The storage reduces the number of people who could use the site. R. Marsolek will be contacting departments using the tunnel and have the items removed.

Cedar Hall Parking Exhaust Odor:

Complaints of exhaust odors in Cedar Hall are related to vehicles parking near the fresh air intakes when picking –up and dropping-off students at the School District's Pre-K school in Pine. The District has been asked to inform clients not to leave vehicles running in that area. No parking signs and Fire Lane signs have been posted and tickets have been written for violators. However the problem persists. Moving the air vents and constructing a new parking area on the Birchmont side of the building have

been suggested as possible solutions.

Forklift Training:

BSU Logistics is planning to send an employee to a forklift train-the-trainer course in order to provide in-house training to their department members.

Sidewalk and Steps Repairs:

Barb Butler noted that stairs and the patio area just east of the Library and north of the Upper Union are in need of repair. The concrete is cracked, pitted, and spalling in many places. R. Marsolek will follow-up with the Physical Plant.

Adjourn: 11:00 A.M.

Richard Marsolek,
Coordinator, Environmental Health and Safety

Injury Summary 11/27/12 - 3/3/13

INJURY/ ILLNESS	BODY PART	CAUSE	SOURCE	MEDICAL	LOST DAYS	RESTRICTED DUTY	OSHA	HAZARDS
Puncture	Shin/Right	Struck by	Rake	Y	0	0	Y	Improperly placed tool
Hernia	Abdomen/lower/left	Over exertion lifting	Computers	Y	15	28	Y	N
Fracture	Arm/Right	Fall	Parking lot/Ice	Y	?	?	Y	Natural/snow, ice
Pain/Bruise	Head	Fall	Sidewalk/snow, ice	N	0	0	N	Natural/snow, ice
Pain	Knee/Right	Over exertion	Global	Y	0	0	N	Natural/snow, ice
Contusion/ Strain	Knee, right/Ankle, right	Fall	Sidewalk/snow, ice	Y	0	0	N	Natural/snow, ice
Strain/ Muscle Tear	Shoulder, Right	Fall	Driveway/snow ,ice	Y	31+	0	Y	Natural/snow, ice
Pain	Back, Lower	Fall	Ramp	N	0	0	N	Natural/snow, ice
Strain/ Muscle Tear	Shoulder, Right	Fall	Loading dock	Y	20+	?	Y	Natural/snow, ice