



**BSU Joint Safety Committee Meeting Minutes
Meeting #76, December 11, 2013**

Time: 11:00 A.M.

Place: Deputy 306

In Attendance: B. Butler, E. Hagensen, R. Marsolek, J. Sande, G. Taylor, S. Theisen,

Absent: B. Crews, M. Lanners, J. Utley

Two items of old business were discussed:

Globally Harmonized System (GHS) Training:

Most maintenance staff completed the required training by the December 1, 2013 deadline. No affected faculty have completed the training.

MSDSOnline:

MnSCU is in the process of creating the MSDS database. When completed, R. Marsolek will be providing employees with information about how to access the service and use its features.

Injury Summary 9/14/13 - 12/10/13

INJURY/ ILLNESS	BODY PART	CAUSE	SOURCE	MEDICAL	LOST DAYS	RESTRICED DUTY	OSHA	HAZARDS
Pain	Shoulder, Right	Fall	Hand Rail	Y	0	0	Y	N
Fracture/Strain	Ankle, Left	Fall	Step	Y	3 - ?	13 - ?	Y	N
None	Hip and Arm, Right	Fall	Parking Lot	N	0	0	N	Natural

12 items of new business were discussed.

Fires in College Housing:

R. Marsolek forwarded information to Residential Life about fires and fire safety in campus and off-campus housing. The information was provided by the Center for Campus Fire Safety, a non-profit organization devoted to reducing the loss of life from fire at our nation's campuses. The mission of the Center for Campus Fire Safety is to serve as an advocate for the promotion of campus fire safety.

COPE Inspection Report:

Representatives from MnSCU, State Risk Management and insurance companies covering State property inspected the campus last summer. A report of their findings and recommendations was received in October. It included recommendations ranging from the installation of building fire sprinkler systems to removal of items obstructing fire extinguishers. Issues will be addressed as time, funding, permit and according to the risk or hazard presented.

Health Service Inspection:

The Student Center for Health and Counseling is inspected annually by the Bemidji Fire Department, as part of their accreditation process. The October inspection identified issues related to fire doors and signage for sprinkler and alarm equipment maintenance rooms. The signage has been installed and the Physical Plant is working with Residential Life and the Health Service on the other issues.

Splat Witch:

MnSCU Risk Management has asked that safety and property protection be emphasized to participants in future "Witch Splat" activities on campus.

Madrigal Dinner Inspection:

The Bemidji Fire Chief inspected the Beaux Arts Ballroom site of the Madrigal Dinners as follow-up to concerns identified in last year's inspection. He was very pleased with the efforts Professor Logan and his crew made to mitigate safety hazards. Specific actions taken included replacing live trees with artificial, replacing live candles with LED lights, and replacing the stage set with a new one made of nonflammable material. Vice President Maki secured funding to support the improvements.

Work Station Assessments:

Two employee work station assessments were conducted since October. Neither one were connected to a work related injury or other issue. R. Marsolek reported that that work station assessments, as in these cases, are typically done by a third party professional, to help assure employees are getting accurate advice from professionals doing assessments on a regular basis. The cost of the assessments is considered the responsibility of the employing department, though they may request funding from the appropriate college or director.

The Committee discussed the possibility of establishing a University account to be used for the assessments and related expenses. R. Marsolek will follow-up on that suggestion.

Holiday Decoration Safety:

The following information regarding holiday decoration safety, provided by The Dept. of Administration, Risk Management Division was posted to the Fac/Staff list the last week of November:

Holiday decorations are usually fun for everyone and can be morale boosters but they have to be done with the safety of workers and buildings in mind. Here's some guidelines to keep in mind while you provide guidance on the installation of the

decorations in your facilities.

Fire Prevention

- *Lighted decorations must be turned off when the area is unoccupied.*
- *No open flames are allowed.*
- *Don't staple cords to walls or other decorations. Keep cords off the floor where they can become trip hazards.*
- *Use surge protector power strips rather than multiple plug in adaptors (cheater plugs) for multiple light sets.*

Clearances for Equipment and Walkways

- *Never block emergency equipment like fire extinguishers, eye wash stations or signs.*
- *Never hang decorations from the ceiling where they can damage or block fire sprinkler heads.*
- *Maintain a minimum clearance of 18" below sprinkler heads to allow sprinkler head water patterns to develop as designed.*
- *Never remove or displace ceiling tiles from the grid.*
- *Keep decorations out of and away from emergency aisles and doorways. Don't let decorations become trip hazards.*

Fall Hazards

- *If decorations will be hung, use ladders or stools rather than chairs or desks to reach heights. Rolling chairs are not step stools.*

Drain Pipe Leak - Sattgast:

A defective section of drain pipe running through the ceiling space on second floor Sattgast developed a leak this past summer. The original repair date needed to be postponed and use of the sinks connected to it were suspended until repair could be rescheduled. However, one of the sinks was mistakenly used and water leaked into an office area. Occupants were concerned about mold growth and chemical exposure. However, it was determined the no chemicals were put in the drain and the water was promptly cleaned up and the area was opened up to facilitate thorough drying. No mold has been observed. Water to connecting points has been shut off.

Another issue reported was a "sewer odor" experienced during a recent cold and windy period. The problem appeared to be due to winds causing a temporary back flow of the sewer odors through the vent pipe. The odor has dissipated and no further complaints have been made. The pipe will be replaced during the semester break.

Cold Injury Information:

R. Marsolek forwarded information about recognizing and preventing cold injuries to maintenance departments and the BSU Department of Public Safety. Similar information will be posted to the Fac/Staff list, student e-mail list, and sent to NTC employees and students.

Slip and Fall Prevention Posters:

The Committee reviewed a group of posters promoting slip and fall prevention. The posters are part of a Department of Administration, Risk Management Division campaign to reduce slip and fall injuries in the State work force. R. Marsolek will distribute posters around campus.

Snow Removal Safety:

G. Taylor reported incidents of students walking and driving dangerously close to heavy equipment in operation removing snow on campus. He reported a specific case of a student parking on a snow pile while the maintenance crew was in the process of moving snow to the pile with a front end loader and another case where a student walked directly under the raised bucket of the front end loader, while it was in use. R. Marsolek will follow-up with Student Development and Enrollment.

Adjourn: 11:02 A.M.

Richard Marsolek,
Coordinator, Environmental Health and Safety