



**BSU Joint Safety Committee Meeting Minutes
Meeting #84, November 30, 2015**

Time: 10:00 A.M.
Place: Deputy 301

In Attendance: B. Butler, M. Carlson, B. Crews, E. Hagensen, C Hess, R. Marsolek, J. Sande, S. Theisen, J. Utley
Absent: Marilyn Lanners
Guest: Mike Schmitt

Mike Schmitt was introduced and welcomed to the meeting. Mike is attending to represent AFSCME regarding provisions on article 32 of the AFSCME contract.

Two items of old business were discussed:

Skateboarding:

“No Skateboarding” signs have been purchased. Installation is on hold pending a decision from the City Council regarding a request to repeal a city ordinance prohibiting skateboarding on public property. The ordinance applies to the BSU campus and is the authority for BSU’s enforcement of no skateboarding on campus. Repeal of the ordinance would require BSU to develop and implement its own policy to maintain a prohibition.

Signs indicating bicycle parking is not allowed in campus building stairwells will be posted on a case-by-case basis, as needed. Signs have been placed in the Bangsberg stairwells.

Injury Summary 8/11/2015 – 11/29/2015

INJURY/ ILLNESS	BODY PART	CAUSE	SOURCE	MEDICAL	LOST DAYS	RESTRICTED DUTY	OSHA	HAZARDS
Bite	Ankle, left	Insect bite (sting)	Bee (hornet)	N	0	0	N	Natural
Bite	Hand, right	Struck by (bite)	Animal (dog)	N	0	0	N	N
Pain/Contusion	Multiple parts	Fall	Working surface (floor)	N	0	0	N	N

11 items of new business were discussed.

Hornets:

This fall it was discovered that hornets were nesting in the planting bed between the sidewalks serving the southeast entrance to Deputy Hall. The area was sprayed and will be checked in the spring. Also, a hornets nest was removed from a wall on the second story of Deputy in an area above the southeast entrance to the building.

Dogs/pets on campus:

This fall Environmental Health & Safety received inquiries about BSU's policy on dogs and pets on campus and in campus buildings. A review found that Disability Services has a policy regarding service/companion animals and Residential Life has a policy prohibiting pets in residence halls. The City has an ordinance prohibiting unleashed dogs in public areas. The Department of Public Safety prohibiting pets/animals in campus buildings, other than service/companion animals authorized by Disability Service. Public Safety has asked EHS to prepare a draft of a campus-wide policy.

Disability Services adopted a procedure, three years ago, to notify DPS and maintenance supervisors about service and companion animals approved to be on campus. EHS will follow-up to see if the procedure is still being implemented.

The Committee also inquired if vests or other identifying markings are required on service animals. EHS will follow-up.

Splat Witch:

EHS provided a list of safety consideration to the organizers of this years Splat Witch contest. The information was not included in the fac/staff contest registration information but all participating teams were in compliance with them, suggesting they may have been informed after registering.

Active Shooter Training:

Two DPS officers attended an A.L.I.C.E. active shooter response train the trainer course last summer. A.L.I.C.E stands for alert, lockdown, inform, counter, escape and are components of a system for responding to active shooters and other violent intruders. The DPS officers along with local law enforcement officer who also attended the train the trainer course will be presenting the training to the campus community in the upcoming weeks. A few departments may complete the training before the Christmas break. Training will continue through spring semester and beyond. There are also tentative

plans for local law enforcement agencies to conduct an active shooter drill on campus.

Presidents Emergency Preparedness Fac/staff:

In an early October fac/staff message, President Hanson urged the campus community to review campus emergency preparedness information, in the wake of the Umpqua Community College shootings in Oregon.

From: <fac_staff_l-bounces@listserv.bemidjistate.edu>

Date: Friday, October 2, 2015 9:22 AM

To: "Fac_staff_l@listserv.bemidjistate.edu"

Subject: Emergency Preparedness Procedures

Dear BSU campus community,

I write this morning in the wake of the shooting on Thursday at Umpqua Community College in Oregon. Amid our thoughts and prayers for the victims and their families, and our outrage over such senseless violence, it is important that all of us be familiar with our own procedures should this campus ever be in a similar situation. Please review the information at these websites and familiarize yourself with all the procedures:

http://www.bemidjistate.edu/offices/safety/emergency_preparedness/BSU_Emergency_Procedures_Guide_2012.pdf

http://www.bemidjistate.edu/offices/safety/emergency_preparedness/BSU-NTC%20Emergency%20Management%20Overview,%202015-7-29.pdf

Thanks, and take care.

Richard A. Hanson, Ph.D.

President

Bemidji State University Northwest Technical College

R. Marsolek reminded committee members that the “*Shots Fired*” active shooter training video and other personal safety videos are available at the web site referenced in President Hanson’s message.

MnSCU Physical Security Inventory:

DPS recently completed and submitted a MnSCU survey that collected information regarding the University’s emergency communications capabilities. It included information about the *Campus Informer*[™] emergency public address system and Blackboard Connect[™] mass notification systems.

Health Service/Cedar Hall Inspection:

In late October, the Bemidji Fire Chief conducted an inspection of the Health Services and adjacent areas of Cedar Hall, as part of annual accreditation requirements for Health Services. The only problem noted was the lack of a current inspection tag on fire sprinkler system equipment located in the basement of the building. Maintenance records showed that the equipment had been inspected as required but the tag was not update by the contractor who did the work. The contractor will be notified.

Fire Lane Parking Violations:

There was an on-going problem of construction company employees parking vehicles in the fire lane serving Decker Hall, during construction work in the building this summer. DPS and the Physical Plant notified the contractor not to park in the fire lane. The situation improved as the project neared completion in late November.

Emergency Procedures Guide:

EHS is revising the Emergency Procedures Guide. The most notable changes will be:

- Adapting the guide to include the NTC campus;
- A major revision of the violent intruder section; and
- Addition of a campus map that includes the locations of the “blue light” emergency phones.

Addition of a section on recognition of and referral contact information for mental health concerns is being considered. The new edition should be available the first half of spring semester.

University E-mail Use:

R. Marsolek reported failure of several adjunct faculty members to complete required safety training. In follow-up, a dean's assistant suggested that many adjuncts do not access their e-mail and were not getting notices about the training. Committee members were asked to remind the groups they represent that the University's primary method for communicating information, including emergency messages, to employees is through their BSU e-mail.

ELM:

ELM is an electronic record keeping system that is being required for use by all State agencies. The system is intended to be used to access and track all employees' training activity. R. Marsolek cited concerns expressed by MnSCU safety professionals including that the safety training accessed through ELM does not meet regulatory requirements for facility specific training and the system is not compatible with D2L Brightspace, which often used to provide safety training. Safety professionals were not consulted about the development of the system.

Safety Glasses Contract:

Members were contacted earlier in November for input regarding a new prescription safety glasses contract being developed by State Risk Management.

Gas Detector:

A new gas detector has been purchased for use by maintenance personnel who enter confined spaces.

Flu Surveillance:

EHS monitors the Department of Health's weekly flu surveillance reports. Flu activity has been sporadic this fall with one reported flu related hospitalization in the northwest region of the State and 17 hospitalizations statewide. The majority of the hospitalizations (13) have been in the metro region. The report is available to the public on the MDH web site.

Aerial Lifts:

Mike Schmitt inquired about certification requirements for aerial lift operators. In follow-up, after the meeting, a review of the OSHA regulations and consultation with an OSHA inspector, it was confirmed there is no certification requirement for aerial lift operators or trainers.

In related discussion, a question was raised about a requirement to "tie-off" after reaching a certain height on a ladder. It was determined there is no such requirement.

Affinity Plus AED

Barb Butler informed the committee that Affinity Plus has installed an AED in their office located on the upper floor of the lower Student Union. It is available to the public during their business hours.

Adjourn: 11:02 A.M.

Richard Marsolek,

Coordinator, Environmental Health and Safety