



**BSU Joint Safety Committee Meeting Minutes  
Meeting #83, August 12, 2015**

Time: 10:00 A.M.

Place: Deputy 341

In Attendance: B. Butler, M. Carlson, B. Crews, E. Hagensen, C Hess, B. Jambor (for S. Theisen), R. Marsolek, J. Sande, J. Utley

Absent: S. Theisen (B. Jambor attended in his place)

Carol Hess was introduced and welcomed to the committee as a representative for Human Resources (HR). Carol or another HR staff member will regularly attend future meetings to present and advise on HR topics.

One item of old business was discussed:

**Chemical Hygiene Officer (CHO) position:**

The CHO responsibility has been included in the position description for the College Laboratory Services Specialist-Chemistry. Dr. Annie Ricks filled that position, effective 7/29/2015.

## Injury Summary 5/6/2015 - 8/11/2015

INJURY/ ILLNESS	BODY PART	CAUSE	SOURCE	MEDICAL	LOST DAYS	RESTRICTED DUTY	OSHA	HAZARDS
Cut	Arm, upper, right	Struck by	End table board	Y	0	0	Y	N
Pain	Back, lower	Overexertion lifting	Boxes	Y	0	0	?	N
Cut	Abdomen	Fall against	Shelf	N	0	0	N	N
Pain	Finger, Knuckle, middle, left	Stuck against	Window frame	N	0	0	N	N
Pain/Cont usion	Neck/Back/ wrist, right/Leg, right	Fall	Floor (file cabinet)	N	0	0	N	N
Strain	Knee, left	Overexertion lifting	Mattress	N	0	0	N	N
Strain	Knee, left	Bodily reaction	Bodily motion	Y	54+	0	Y	N
Pain	Neck	Overexertion	Boxes of musical records	Y	N	15?	Y	N

Nine items of new business were discussed.

### **HR Update:**

C. Hess reported that HR is working with the AFSCME local to address a contract provision that the Union be notified when there are any special return to work accommodations for employees on Workers' Compensation.

MnSCU is in the process of hiring a Workers Compensation Specialist who will assist campuses with their work comp issues. The position is responsible for developing, implementing and managing workers compensation risk management for the MnSCU system including developing and implementing policies and procedures to address the needs of injured workers, minimize exposures, control costs, and measure, benchmark and evaluate results and other aspects of Workers' Compensation management.

E. Hagensen asked if faculty members working on non-duty days would be covered by Workers' Compensation if injured. C. Hess explained that any injuries should be reported to HR and a claim would be filed but the determination of compensability is made by the State Workers' Compensation Program, not by the University. R. Marsolek added that, generally, an employee needs to be injured in the course of performing assigned duties during paid work hours to be eligible for compensation. However, the State Workers' Compensation Program will make that determination on a case-by-case basis.

E. Hagensen asked if information about occupational safety and related training would be provided to employees during the fall start-up activities. R. Marsolek responded that it will be discussed at an orientation for new employees but he is not aware of it being included otherwise. He will discuss it further with HR.

### **Work Station Assessments:**

R. Marsolek summarized the process for obtaining workstation assessments on campus:

- The employing department should make a request to to Human Resources;
- Human Resources will make arrangements for a third party medical professional to perform the assessment; and
- The cost of the assessment and any related equipment or other costs are the responsibility of the requesting department.

Funding concerns should not deter requests for assessments and departments are encouraged to contact their deans or directors and/or HR to discuss supplemental funding, if needed.

### **Ironworker Guarding:**

The Technology Art and Design Department has been working with EHS and OSHA to find effective guards for an Ironworker metal working machine. The design of the machine makes it challenging to guard but an acceptable solution is anticipated.

### **Roofing Notice:**

EHS posted the following notice to the fac/staff list about odors from roofing work on campus:

*From:* <[fac\\_staff\\_l-bounces@listserv.bemidjistate.edu](mailto:fac_staff_l-bounces@listserv.bemidjistate.edu)> on behalf of "[Fac\\_staff\\_l@listserv.bemidjistate.edu](mailto:Fac_staff_l@listserv.bemidjistate.edu)" <[Fac\\_staff\\_l@listserv.bemidjistate.edu](mailto:Fac_staff_l@listserv.bemidjistate.edu)>

*Reply-To:* "[Fac\\_staff\\_l@listserv.bemidjistate.edu](mailto:Fac_staff_l@listserv.bemidjistate.edu)" <[Fac\\_staff\\_l@listserv.bemidjistate.edu](mailto:Fac_staff_l@listserv.bemidjistate.edu)>

*Date:* Wednesday, May 20, 2015 12:05 PM

*To:* "[Fac\\_staff\\_l@listserv.bemidjistate.edu](mailto:Fac_staff_l@listserv.bemidjistate.edu)" <[Fac\\_staff\\_l@listserv.bemidjistate.edu](mailto:Fac_staff_l@listserv.bemidjistate.edu)>

*Subject:* Roofing Work Notice

Roof work on the Gillett Recreation-Fitness Center has begun. Roof work related to the Memorial Hall project will likely begin within the next few weeks. At times, tar odors from those projects may be experienced in some buildings and other areas of campus. A low-odor tar product will be used and other steps will be taken, as needed, to reduce the level of odors generated, but wind, temperature, and other factors will affect the effectiveness of those actions.

The level of exposure to odors from roofing work generally does not pose a health hazard. However, roof tar odors can irritate the respiratory tract and aggravate the condition of some individuals with asthma, bronchitis, or other chronic respiratory problems. People with these conditions are advised to avoid breathing roof tar fumes and consult their health care provider if they have questions or concerns about how the exposure might affect their specific condition.

The University of Minnesota has further information about health concerns related to roofing projects posted on their web site at: [http://www.dehs.umn.edu/iaq\\_hcrp.htm](http://www.dehs.umn.edu/iaq_hcrp.htm)

Contact the Environmental Health & Safety office if you have any questions.

**EHS**

Bangsberg 126, Box #16

Phone: 755-2545

E-mail: [EHS@bemidjistate.edu](mailto:EHS@bemidjistate.edu)

**Cell Phone Antennas:**

MnSCU is seeking information about safety concerns related to third-party requests to install cell phone antennas on MnSCU campuses. Specific questions being asked are:

- Has a radio frequency (RF) compliance evaluation been done?
- Have exposure and safe zones been identified and labeled and/or protected appropriately?
- Have restricted access points been labeled?

This and other information is being sought in anticipation of developing a system-wide policy to address these requests.

BSU was approached by Verizon with a request and discussion is in progress about installing an antenna on a baseball stadium light pole and additional equipment on the grounds.

**MnSCU OSHA Alliance:**

MnSCU and MnOSHA have entered into a collaborative agreement that will, among other things, establish regular MNOSHA consultation visits at MnSCU facilities, and explore incorporation of safety courses into university and college curricula. An e-mail outlining the details of the alliance follows:

**From:** Don Beckering <[Don.Beckering@so.mnscu.edu](mailto:Don.Beckering@so.mnscu.edu)>

**Date:** Monday, June 15, 2015 9:15 AM

**To:**

**Cc:**

**Subject:** OSHA Alliance

*MnSCU and OSHA Workplace Safety Consultation (WSC) have formed an Alliance to enhance our campuses safe working and learning environments. Together we recognized the value of working together to provide MnSCU employees with information, guidance, and access to resources that will help them protect their health and safety, of establishing a relationship to foster safer and more healthful Minnesota workplaces, to collaborate on resources which may be used to support occupational safety and health education in existing course curriculums, to continue to educate and engage students in principals and methods of safety and health design and recognize that*

*collaboration is an integral part to reducing workplace injuries and illnesses.*

*WSC and MnSCU will work together to achieve the following common training and education goals:*

*1. On-site consultations at willing campuses:*

- Review injury/illness history of facilities willing to participate in this alliance.*
- Schedule on-site consultations at willing facilities within MnSCU. Invite other facility representatives to participate in the consultation, to learn firsthand, potential safety and health issues and possible solutions to identified hazards. The consultations will provide facility hazard awareness with a focus on:*
  - Compliance with MN OSHA standards.*
  - Establishing attributes of an effective safety & health management system.*
- Assess the current effectiveness of facility safety & health management and identify key management attributes that will be necessary to better manage facility safety and occupational injury/illness risk.*
  - Use the consultation "Safety and Health Management Worksheet" to evaluate and provide recommendations for improving the facility safety management system.*
  - Develop an action plan to implement key safety management attributes necessary to manage injury/illness risk pertinent to a facility.*
  - Develop training and education programs on workplace safety and health issues that relate to the facility, to educate all levels of employees on methods that will create a more safe and healthful workplace for facility employees.*
  - Deliver and/or arrange for the delivery of training and education courses. Options could include in-person training, webinars, and other methods of training.*
  - Monitor on-going effectiveness of safety action items that were implemented.*
- Curriculum and Resources:*
  - Identify courses that would be appropriate for introducing occupational safety and health principals and design methods to promote student understanding of occupational safety and health.*
  - Collaborate with WSC, in consultation with faculty, to determine how safety and health principals and design can be a resource and support to existing course curriculum.*
  - Collaborate with WSC and faculty to, assess and improve the effectiveness of any changes through course review and student feedback.*

*2. WSC and MnSCU will also work together to achieve the following common outreach and communication goals:*

- Develop and disseminate information through print and electronic media, including electronic assistance tools and links from WSC's and MnSCU's web-sites.*
- Speak, exhibit, and/or appear at WSC or MnSCU conferences, training sessions, or other events.*
- Promote and encourage facilities directly participating in the alliance, and who show effectiveness and on-going commitment towards improving workplace safety management, to participate in WSC's cooperative programs such as on-site consultations, the Voluntary Protection Program (MNSTAR), and the Safety and Health Achievement Recognition Program (SHARP).*
- Share information on recommended practices, as jointly determined by WSC and MnSCU, with others in the profession, and publicize the results through outreach by MnSCU and WSC. This Agreement is not intended to and will not be implemented in a manner that is inconsistent with existing faculty rights to control classroom curriculum or faculty academic freedom.*
- Encourage MnSCU facilities to build relationships with WSC to address health and safety issues.*
- Develop and disseminate case studies illustrating the "business" value of safety and health and publicize their results.*
- Convene or participate in forums, round table discussions, or stakeholder meetings on safety and health issues to help forge innovative solutions in the workplace or to provide input on safety and health issues.*

*Let me know if you have any questions.*

*Don Beckering, System Director  
Public Safety & Compliance  
Minnesota State Colleges and Universities  
651-201-1790  
[www.mnscu.edu](http://www.mnscu.edu)*

**Skateboarding:**

EHS was contacted by an employee concerned about skateboarding activity on the west side of Deputy Hall. BSU does have a policy that prohibits skateboarding on campus. Public Safety enforces that policy and should be contacted to report violations. In addition, "No Skateboarding" signs will be erected on campus. The policy is intended to protect the safety of pedestrians and the skateboarders themselves, limit University liability, and prevent damage to property.

**Bicycles in Buildings:**

EHS occasionally receives complaints about bicycles being brought into buildings and leaving tracks on floors and being parked in hallways and stairwells. There is no BSU policy that prohibits bringing bicycles into buildings but safety regulations do prohibit any items from being stored in hallways or stairwells. Recognizing that some employees and students bring bicycles into their offices or other rooms for security purposes, the safety committee suggests that, rather than implementing a policy prohibiting the practice, a campus-wide notice describing acceptable practices should be posted this fall. R. Marsolek will follow-up.

**Hagg-Sauer Project:**

R. Marsolek reported discussing Environmental Health & Safety considerations related to the Hagg-Sauer project with Travis Barnes, the owner representative for the project. The discussion included items such as safe places for building occupants during tornado warnings and similar emergencies, adequate space for vending machines and recycling and trash collection containers, and location of fresh air intakes. A list of general and specific considerations was forwarded to Mr. Barnes.

Adjourn: 10:57 A.M.

Richard Marsolek,  
Coordinator, Environmental Health and Safety