



**BSU Joint Safety Committee Meeting Minutes  
Meeting #93, February 23, 2018**

Time: 11:00 A.M.  
Place: Deputy 306

In Attendance: T. Barnes, B. Butler, M. Carlson, E. Kujava, R. Marsolek, S. Theisen, R. Westhoff  
Absent: C. Hess, M. Morrissey, T. Skime

One item of old business was discussed.

**Emergency Plans:**

The Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP) were reviewed by R. Marsolek and Tracy Worsley, Minnesota State’s Emergency Management and Security Specialist, on February 13. Review results will be incorporated into the plans and they will be sent to Mr. Worsley for follow-up review.

**Injury Summary 11/22/2017 – 2/22/2018**

There were seven injury reports since the last meeting.

Injury	Body Part	Cause	Source	Medical	Lost Time	Restricted Duty	OSHA 300
Pain	Buttocks/Shoulder, right	Fall	Sidewalk, icy	N	N	0	N
Strain	Knee, left	Overexertion	Bodily motion, lifting	N	N	0	N
Strain	Finger, pinky, left	Struck against	Table	N	N	0	N
Strain	Back	Fall	Sidewalk, icy	N	N	0	N
Cut	Finger, left	Contact with sharp object	Paper cutter	N	N	0	N
Strain	Knee, right	Fall	Sidewalk, icy	N	N	0	N

## **HR Update:**

There were no reports of lost time or return to work since the last meeting. OSHA 300 log was posted on the right side bulletin board at the entry to the Finance and Administration bay, February 1.

Seven items of new business were discussed:

## **Snow Removal Safety Notice:**

EHS posted a snow removal safety notice to the Fac/Staff list and student e-mail list on January 10.

**From:** <[fac\\_staff\\_l-bounces@listserv.bemidjstate.edu](mailto:fac_staff_l-bounces@listserv.bemidjstate.edu)> on behalf of "[Fac\\_staff\\_l@listserv.bemidjstate.edu](mailto:Fac_staff_l@listserv.bemidjstate.edu)" <[Fac\\_staff\\_l@listserv.bemidjstate.edu](mailto:Fac_staff_l@listserv.bemidjstate.edu)>  
**Reply-To:** "[Fac\\_staff\\_l@listserv.bemidjstate.edu](mailto:Fac_staff_l@listserv.bemidjstate.edu)" <[Fac\\_staff\\_l@listserv.bemidjstate.edu](mailto:Fac_staff_l@listserv.bemidjstate.edu)>  
**Date:** Wednesday, January 10, 2018 10:30 AM  
**To:** "[Fac\\_staff\\_l@listserv.bemidjstate.edu](mailto:Fac_staff_l@listserv.bemidjstate.edu)" <[Fac\\_staff\\_l@listserv.bemidjstate.edu](mailto:Fac_staff_l@listserv.bemidjstate.edu)>, NTC Faculty/Staff Announcement List <[NTC\\_Fac\\_Staff\\_L@listserv.ntcmn.edu](mailto:NTC_Fac_Staff_L@listserv.ntcmn.edu)>  
**Subject:** Snow Removal Safety

Greetings,

*The forecast for snow today and tomorrow is a good reminder that maintenance staff will be working diligently through out the winter to remove snow and ice from campus sidewalks, parking lots and roads. They often begin work early and sometimes stay late and may work weekends to keep campus travel routes open for the convenience and safety of the campus community. At times, this work may interrupt your usual walking, driving, and parking routines and occasionally require you to detour from your preferred route or parking spot. In those situations you are asked to be patient and considerate of the work they are doing:*

- *Please avoid walking or driving near operating snow removal equipment.*
- *Stay where equipment operators can see you.*
- *Avoid the blind spot directly behind heavy equipment and trucks.*
- *Do not drive or park in areas where snow is being removed or piled.*

*Also, for the safety and convenience of others and to avoid being ticketed or towed, be aware of fire hydrants, handicap parking areas, driveway and alley accesses, and other restricted parking areas where curb and street markings, signs and other indicators may be covered by snow.*

*Thank you for helping keep our campus safe.*

**Environmental Health & Safety**  
Bangsberg 126, Box #16  
Phone: 755-2545  
E-mail: [EHS@bemidjstate.edu](mailto:EHS@bemidjstate.edu)

## **Minnesota State Public Safety and Compliance 4th Quarter Newsletter:**

The newsletter was forwarded to the committee members for review prior to the meeting. The newsletter included :

- Information on OSHA requirements for silica testing.
  - Testing will be required in the ceramics area
- Summary of 4<sup>th</sup> quarter OSHA consultation visits
  - Observed violation were similar to those noted in previous visits.
- Information on the Safety Perceptions survey
  - BSU did not participate in the initial survey

- A follow-up survey is planned
- 4th quarter Workers Compensation summary.
  - Falls, struck by or against objects, objects being handled, and over exertion are the top four causes of injuries associated with worker's compensation claims during the 4th<sup>rd</sup> quarter.

**Indoor Air Quality, Sattgast:**

An employee in Sattgast reported in January an exacerbation of asthma symptoms when at work in Sattgast Hall. Follow-up investigation found no identifiable cause. Air handling systems were working properly and no new chemical products or procedures had been introduced into the work place. No further complaint or information was received after the initial report.

**Central Maintenance Building (CMB) Ventilation Upgrade:**

Improved ventilation and air handling will be installed in the CMB maintenance garage and a new paint booth will be installed the paint shop.

**Minnesota State Technical Manuals:**

Minnesota State has released technical guidance manuals for Asbestos Maintenance and Operations, Chemical Hygiene, and Safety Committees. The manuals describe minimum standards that System schools incorporate into these programs. The manuals were forwarded to the committee members for review prior to the meeting. The safety committee guide calls for committees to be actively participate in facility inspections, response to hazard reports, and mitigation activities.

**Fire Retardant PPE Request:**

Fire retardant clothing for protection against arc blast injuries will be purchased by the Physical Plant for campus electricians.

The next meeting will be in May.

Adjourn: 12:00 P.M.

Richard Marsolek,  
Coordinator, Environmental Health and Safety