



BSU Joint Safety Committee Meeting Minutes Meeting #100, January 7th, 2020

Time: 10:00am

Place: Memorial 300

In Attendance: A. Ebbighausen, D. Dreyer, L. Strowbridge, R. Beckstrom, B. Butler, C. Hess, A. Bedford

Welcome: The meeting started with a welcome and introductions.

Ongoing Business: 5 areas of old/ongoing business were discussed including:

- Safety Training- ELM & D2L Update
 - o Erin updated the group on ELM Safety training.
 - Fall semester safety training wrapped up in December and for the All Employee training program, that included 2 courses and all employees had a completion rate of 74%.
 - Safety training will continue into the spring semester with a rollout date of Mid-end of January. Everything is nearly ready to go; a few things just need to be created in the ELM system and enroll employees. The enrollment process should go a little more smoothly the second time out, but it does take some time to get everyone enrolled.
 - Starting fall semester 2020, we will move to a 3-year training cycle. Annual required training will be divided between the fall and spring semester. Additional training that doesn't have an annual requirement from OSHA will be provided on a 3-year cycle. The goal is to lessen the amount of training each semester while maintaining compliance.
 - Erin showed the group the 3-year cycle for All Employees and GMW's.
 - A number of things will remain the same:
 - Every employee will be enrolled into the All Employee training program which will contain 1-2 training courses a semester.
 - Employees in certain departments or with certain job duties will be enrolled into more specific training.

- D2L will continue to be used to provide training to student workers but needs to be expanded.
 - A question was raised about availability of training for student workers and if we should be providing them training.
 - Student workers are eligible for work comp and as employees should have some safety training.
 - Erin agreed that training should be expanded to include all student workers and could contain training on the Emergency Procedures Guide and basic workplace safety.
 - Currently training programs exist for GMW student workers and Public Safety student workers. Supervisors are responsible for enrolling and ensuring completion of training, Erin will keep the training updated annually.
 - Additional discussion around student worker supervision, especially after hours also occurred.
 - Perhaps training could somehow be included in the student worker hiring process.
- Winter Safety
 - At our last meeting, we discussed winter safety reminders to campus.
 - A fac/staff winter safety reminder was sent prior to break and another will be sent when Spring semester starts.
 - Erin also posted winter safety posters and table tents around campus over break as a reminder of safe walking during the winter months.
- Safety Committee Composition
 - Erin is working with HR to reach out to all BSU Unions regarding the safety committee. We are missing some representation and would like to invite them to participate. More on this at the next meeting.
- List from Previous Meeting
 - Larry provided us with a list of safety concerns and issues at the end of our last meeting. Erin shared it with administration and did not have an update.
 - The MNOSHA Safety Grant was suggested as an option to pay for some asbestos abatement projects. Erin will pass this on to the grant writer to explore if that is possible.
- Meeting Schedule for 2020
 - The group voted to meet monthly and Erin suggested the pick a specific day each month versus trying to figure out a date each month. The group agreed on the 2nd Thursday of every month. The time- 10-11:30 will remain the same and Erin will try and book Memorial 300 for every meeting moving forward.

Injury Reports

- The Employee Injury Report from November 21st-January 6th was handed out to the group for discussion.
 - 17 injuries were reported during this period and have been included below.
 - 4 of the injuries will need to be reported on the OSHA 300 log

- 3 for 2019 and 1 for 2020
 - A discrepancy was brought up and will be looked into after the meeting. Any updates will be discussed at the next meeting.

Sattgast Safety Update

- Dale gave the committee an update from Sattgast.
 - The hazwaste was picked up in November and Madeline Turnquist handled the process.
 - The silo is filling up again and the outside walkway wasn't cleared after the last snowfall. Dale sent a note to Travis to get it cleared.
 - Dale is working with Dean Yoder on unsupervised students working in labs.
 - Dr. Bedford had a few questions including:
 - Walkthrough inspections of lab spaces for safety and compliance. Dale informed the group that he and Travis had discussed finding a consultant in the next year or so, but there are projects they wanted to complete first.
 - There is the option of a MNOSHA Consultation walkthrough as well. This could be scheduled after we do some more internal work. Erin can work with Dale to schedule this in the future.
 - Dr. Bedford also asked if a discussion between Dale and Dean Yoder regarding Biosafety levels posted for labs. Dale said they hadn't spoken on that yet.
 - Dale would like to upgrade the flammables room in the near future and will be asking for funds to help make this happen. The dry chemical room was updated recently with new shelves and storage.
 - Also discussed was the idea of creating a consortium with other system schools to do mock inspections or consults, share knowledge and expertise and work together on similar issues. We have a wealth of knowledge that could be shared within our system. Dr. Bedford volunteered to start the conversation and Erin is also going to talk with other safety officers within the system.

New Business- 2 areas of new business were discussed including:

- 2020 goals and objectives
 - Erin presented the group with a list of goals and objectives created by the safety committee from Alexandria Technical and Community College. This list is used in some variation by several colleges and universities in the system. The group will discuss the list at the next few meetings and decide how to personalize the list. Goals and objectives will help give the group some direction and framework for the next year.
- First Aid Kits
 - Erin and Travis met last week to discuss first aid kit availability on campus. We are working on a plan moving forward to provide more kits around campus. Our objective is to determine the location of current kits and then ensure we have proper coverage around campus. We will be using the OSHA recommendations

for first aid kit, which includes minimum requirements from ANSI- the American National Standards Institute. Erin passed out a list.

- The group discussed first-aid kits including:
 - Dale informed the group that every lab in Sattgast has a first aid kit. The kits are dated and refilled. The safety reps from each floor check the kits and refill them.
 - It was suggested that all of the GMW areas include a first aid kit.
 - All of the maintenance vans include a first aid kit, but many of them include outdated items and require attention.
- After the current locations are located and new locations determined, Erin will ensure all kits have an inspection list. Departments will be responsible for maintaining, updated and checking them.
- Dale informed the group that some contents of first aid kits could be called hazardous waste. When the kits expire, they should be left intact and given to Dale to dispose of them as hazardous waste.

Other

- Other items discussed during the meeting include:
 - Fire extinguisher training- a number of safety committee members would like to see hands on fire extinguisher training offered to employees. Especially in the lab areas. It's possible the Fire Department would be willing to provide the hands-on training.
 - Dale also suggested the Fire Department could do a safety walkthrough of Sattgast to get an idea of the safety concerns in the building. They could also provide the hands-on fire extinguisher training.
 - Also discussed was using upcoming scheduled events to provide training on different topics such as first aid, AED and fire extinguisher. An example brought up was coffee and donuts with a cop that occurs during the fall semester. The committee will continue to discuss this further at upcoming meetings.
 - Training student workers in labs was also discussed. Examples of what other universities do regarding this were discussed. A number of universities require student workers to come in a week prior to semester start-up for orientation and safety training.

Next Meeting- February 13th 10-11:30 Memorial 320

Adjourn: 11:15

Erin Morrill

Security Coordinator

Safety Committee Chair

Injury Summary 11/21/19-1/6/2020

Injury	Body Part	Cause	Source	Medical	Lost Time	Restricted Duty	OSHA 300	Hazard	Recommendation
Potential Asb Exp	Unknown	Working in areas with Asbestos	Asbestos	N	N	0	N	Asbestos	Review work procedures
Potential Asb Exp	Unknown	Working in areas with Asbestos	Asbestos	N	N	0	N	Asbestos	Review work procedures
Potential Asb Exp	Unknown	Working in areas with Asbestos	Asbestos	N	N	0	N	Asbestos	Review work procedures
Sore Ribs	Ribs	Shovel handle jammed to ribs	Shovel	N	N	0	N	None	Review work procedures
Strains/fall	Sore wrists and tailbone	Fall	Ice on sidewalk	N	N	0	N	Ice on sidewalk	Situational awareness
Strains	Left knee	Slipped on ice	Ice in parking lot	Y	N	Y	Y	Ice	Situational awareness, salt on parking lot
Strains	Left Arm, Back	Fall	Ice in parking space	Y	N	0	N	Ice	Salt or sand icy areas
Bruising, Soreness	Left Elbow, legs,	Fall	Ice on sidewalk	N	N	0	N	Ice	Salt or sand icy areas

	wrists, shoulder								
Cut above left eyebrow	Area above left eyebrow	Fall	Fall into furniture	Y	N	0	Y	None	Situational awareness
Potential asbestos exposure	Unknown	Working in areas with asbestos	Asbestos	N	N	0	N	Asbestos	Review work procedures
Soreness	Back and neck	Fall	Possible moisture on floor	N	N	0	N	None	Situational Awareness
Potential Asbestos exposure	Unknown	Working in areas with asbestos	Asbestos	N	N	0	N	Asbestos	Review work procedures
Potential Asbestos exposure	Unknown	Working in areas with asbestos	Asbestos	N	N	0	N	Asbestos	Review work procedures
Soreness	Right shoulder	Slip	Ice in parking lot	N	N	0	N	Ice	Situational awareness
Bruise	Left hand	Hand struck against snowblower	Bodily motion	Y	N	0	Y	None	Situational awareness
Soreness	Right side of the body	Fall	Ice in parking lot	N	N	0	N	Ice	Salt or sand icy areas
Laceration	Right ring finger	Fall	Metal shelf support	Y	Y	0	Y	Item in walkway	Remove items from floor in walking areas