



## **BSU Join Safety Committee Meeting Minutes Meeting #97, May 15<sup>th</sup>, 2019**

Time: 10:00am

Place Deputy 106a

In Attendance: B. Butler, M. Carlson, R. Erickson, C. Hess, T. Barnes, S. Theisen

Absent: M. Morrissey, D. Dreyer, R. Westhoff

Welcome: Apologies to the group for the room change, there was a mix up in the room scheduling. Rosanne Erickson has joined the group as a representative of AFSME, welcome to her.

Old Business: Three items of old/ongoing business were discussed including:

- Safety Training- ELM-D2L update
  - o Erin and Carol didn't have much to update the group on as far as changes from last meeting. Safety training for 2019 will continue to be in D2L; calendar year 2020 will see a change over to the ELM system. The new vendor chosen by the system office has not been announced yet, but once it is Erin will share with the committee.
  - o ELM stands for Enterprise Learning Management and is an online platform for colleges and universities in the system to push out the new safety training.
  - o Once Erin receives the vendor information, she plans to audit the courses offered to ensure they meet MNOSHA and OSHA requirements. Erin will also compile a list of courses and include a brief description to send out to supervisors. The goal to have supervisors identify the courses employees might need to take. This will hopefully take some of the burden off Erin and Carol. Safety and HR will audit the lists returned by supervisors and make changes as needed.
- Safety Perception Survey from system office
  - o The results of the safety perception survey that was sent out system-wide in February have not been shared with campuses yet. Erin was hoping to have them back for this meeting, but hopefully we will have them for the August meeting.

- Sattgast Safety Committee Update
  - Dale was unable to make this quarter's safety committee meeting as he was coordinating a hazardous waste pick-up for campus. Erin provided a brief update on behalf of Dale.
    - Sattgast's safety committee continues to meet but has been busy with the end of the semester. Dale hopes to have more updates at the next meeting

Injury Reports: 11 injuries we reported during the period of 2/20/19-5/14/19. A summary of the injuries can be found at the end of this report. A brief discussion took place regarding the injuries. The reporting period consisted mostly of winter months, and the long winter we had with significant snowfall played a roll in the number of slip and fall injuries on the log. 6 of the 11 injuries were snow or ice related. Facilities did a great job keeping up with the snow and ice, Erin will continue to remind faculty, staff and students about winter slip and fall dangers when that weather returns. Other injuries on the list were discussed, including an ingestion report. Erin will be reaching out to supervisors in departments that use cleaning chemicals to remind them and employees about labeling secondary containers and ensuring no food or drink are stored, even temporarily where they might be mixed up with something dangerous to ingest.

New Business: Three items of new business were discussed.

- Campus Safety Walkthrough
  - The buildings initially identified for a safety walkthrough included Gillette Recreation, Benson and Bangsberg. However, in discussion with the Safety Committee, the walkthroughs for Benson and Bangsberg were switched to the Hobson Memorial Union and Bridgeman. The reason for the change was the ongoing construction in Benson and Bangsberg. The committee wouldn't be able to do a complete walkthrough of each building because of this.
    - Erin will send out an updated schedule of the buildings. The times for inspection (10-11:30am) will remain the same.
    - Erin will also provide a safety inspection checklist for the group.
- Sattgast Safety Update
  - Again, Dale was unable to attend the meeting and Erin passed along information. Dale is still working on the Chemical Hygiene Plan for Sattgast, he is hoping to have it ready for an initial review at our next meeting in August.
- Tornado Drill
  - The Committee discussed the Tornado Drill that took place on April 12<sup>th</sup> as part of the State-wide Severe Weather Awareness Week. Participation was not at the level we were hoping for, but as this was the first year in quite some time that the campus participated, hopefully next time will yield better results.
  - Informer Issues- Multiple location across campus had issues with the Informer System. A list was compiled by Public Safety and sent to Travis/Facilities. He is working with the vendor to get those areas fixed as soon as possible. We will be retesting those areas to ensure they are working, likely during the summer.

- Internal relocation sites- a few of the internal relocation sites in the Emergency Procedures Guide need to be reviewed and reassigned. They are not necessarily the safest place any longer. If anyone in the group would like to help with that, please let Erin know. She will be working on updating those this summer as the Emergency Procedures Guide is set to be reprinted for 2020. If anyone has any ideas or changes for the Emergency Procedures Guide, please also let Erin know. Discussion on changes will take place at our August meeting.

Other: A few items of other business were discussed.

- Pedestrian Safety along Birchmont
  - Digital speed signs will be installed along Birchmont in an effort to encourage drivers to slow down in this high pedestrian traffic area. Res Life and Public Safety partnered to purchase two digital speed signs that will be installed at some point this summer. One sign will be placed by the Bangsberg area of Birchmont and the other will be placed on the north side of campus on Birchmont near the daycare and residence halls.
- Pool Safety Meeting- April 29<sup>th</sup>
  - Erin updated the group on a meeting she had with Travis, Mark Morrissey and the Rec Center staff regarding pool safety. The meeting included discussion on safety issues and developing a maintenance schedule.
- Safety Plan update and review
  - Erin discussed her plans to update current safety plans for BSU and create other needed safety plans. She inquired on past committee activities regarding safety plan updates. According to the committee members present, in the past safety plans were just updated by Environmental Health and Safety. Erin would like to move forward with updating the plans using insight from supervisors and staff that the plans affect and bring them for final approval to the safety committee. The safety committee agreed to this plan. Erin will plan on having as many plans as she can updated and ready for review for the August meeting.
    - The committee also discussed some of the current plans in place and what they are, including Lockout/tagout, Employee Right to Know and Confined Space.
- Safety Issues from the Committee
  - Erin asked the group for other discussion items and two things were brought up for discussion:
    - One issue brought up was the stairs by the plaza near the upper union. A few students slipped and fell this winter and the stairs are particularly slippery after rain or snow. The stairs are wide and smooth. Hand railings are available. Travis will look into any options to make the stairs less smooth but wasn't certain if anything could be done. Continued education on using hand railings and extra caution during winter or rain events is a possibility too.
    - Another issue was brought up by a committee member regarding a mouse issue in the admissions area of Deputy. A significant number of

mice have been caught recently. Travis is aware of the issue and has a number of traps set to catch the mice.

The Quarter 3 Safety Committee Meeting will be held in August.

Adjourn: 10:49 A.M.

Erin Morrill

Security Coordinator

Safety Committee Chair

**Injury Summary 2/20/19-5/14/19**

Injury	Body Part	Cause	Source	Medical	Lost Time	Restricted Duty	OSHA 300	Hazard	Recommendation
Strains/Fall	Back	Fall	Ice on sidewalk	N	Y	0	Y	Ice	Salt or sand sidewalk
Strains/Fall	Right knee, right palm, back	Fall	Compacted snow	N	N	0	N	Compacted snow	Salt or sand on walking areas
Strains/Fall	Back, neck	Fall	Ice on sidewalk	N	N	0	N	Ice	Salt or sand on walking areas
Falling Matter		Debris in light fixture	Old fire extinguisher dust	N	N	0	N	Extinguisher dust	Clean area of debris
Strains/Fall	Right hip, neck	Fall	Ice on sidewalk	Y	N	0	Y	Ice	Salt or sand on walking areas
Strains/Fall	Back, right leg, both wrists	Fall	Ice on ground	N	N	0	N	Ice	Salt or sand on walking areas
Strains/Fall	Right shoulder, left ribs	Fall	Slippery running board	N	N	0	N	Snow	Situational awareness
Strains Bruising	Head, shoulders, hips, knees	Fall	Bodily motion	Y	N	0	?	None	Situational awareness
Ingestion		Drinking from wrong container	Window Cleaner	Y	N	N	Y	None	Situational awareness
Strain	Lower rib cage	Leaning on railing	Pressure Washer	N	N	N	N	None	Review work procedures