



BSU Joint Safety Committee Meeting Minutes Meeting #94, July 26, 2018

Time: 10:00 AM
Place: Deputy 306

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

Introductions: Introductions were made to the group by Erin Morrill. Erin was hired as the Security Coordinator for BSU and NTC. While Erin is part of the Public Safety Office, her office is located in Decker Hall (Decker 201A). Erin's duties are split about 75% Emergency Management and 25% Safety.

Old Business: No items of old business were discussed. It was noted that the 2nd quarter safety meeting, originally scheduled for May did not take place as Rich Marsolek had retired prior to the meeting.

Injury reports: 4 injuries were reported during the period of 2/22/18-7/24/18. A summary of the injuries can be found at the end of this report. A brief discussion took place regarding the types of injuries sustained and if they were preventable.

Safety Issues or Concerns: A member of the committee asked some questions regarding a skateboard policy for BSU and the date of students return approaching. Erin will look in to the issue and see if there is an existing policy. The policy regarding skateboards was found and was sent to Safety Committee members. See policy below for reference:

- Policy Name: *In-line skates, skateboards, bicycles, motorized/non-motorized modes of transportation safety policy*. Effective January 2016.

Another safety issue discussed was regarding the stone steps located near the walking path down by the lake. During past safety meeting discussion, it was determined that the steps are BSU's to maintain. Discussion included questions regarding the removal or replacement of steps, this discussion will continue at the next Safety Committee Meeting.

Fire Drills: Per MN Fire Code, campus buildings are required to initiate a fire drill at least annually. A schedule of potential fire drill dates was passed out to the group for discussion and feedback. The list is not finalized yet but should be in the next week or two. The drills are scheduled to take place in the academic buildings during the second week of classes. A date to do the drills for the central maintenance building, heating plant and Deputy still needs to be set. The group seemed to think the dates and time identified would work, but some needed to do some checking to be sure. Once the dates are finalized, the drill schedule will be sent to all students, faculty and staff for awareness.

New Business: Attendance was low at this quarter's meeting, it was attributed to it being a summer month and a short window to get the meeting in. A 3rd quarter meeting needed to be held before the end of August, and the goal was to get it in before school started. A majority of the group answered a doodle poll that this date and time worked, but last-minute things came up for a few members of the group. The goal is to have a little more lead time for the 4th quarter meeting.

Meeting Schedule: The Safety Committee is required to meet at least quarterly but can meet more often if necessary. After discussion with the group, it was decided that the group will meet quarterly and if it is necessary to meet between quarterly meetings, the group will be contacted. It was agreed that Doodle Poll will be used to schedule meetings, instead of setting a specific date and time (i.e. first Wednesday of the month at 1:00pm), as things come up. Erin will send out a doodle poll a month before each schedule meeting month to determine a date and time that work for a majority of the group. The agreed upon months to meet are: February, May, August and November, but are subject to change if need be.

Other: The question about any vacancies to the committee were discussed and it was unclear at this time if there were any. This will be a discussion topic at the next meeting. E. Kujava mentioned an upcoming sabbatical that will make her unavailable for the committee during that time; she will talk with her union about finding someone to fill the position.

The next meeting will be in November.

Adjourn: 10:40 A.M.
Erin Morrill
Security Coordinator

Injury Summary 02/22/18-07/24/18

There were 4 injury reports since the last meeting in February.

Injury	Body Part	Cause	Source	Medical	Lost Time	Restricted Duty	OSHA 300	Hazard	Recommendation
Strains/ Falls	Neck, Back, Shoulder	Fall	Bodily motion	Y	N	0	N	None	Situational Awareness
Fall	Right hand, shoulder wrist, hip	Fall	Ice in parking lot/drive way	N	N	0	N	Ice	Situational Awareness
Cut	Left hand index finger	Cut	Drill	Y	N	0	Y	Drill	Situational Awareness
Scrapes	Face, wrists, knees	Fall to walkway	Wet walkway/bridge	N	N	0	N	Slippery Walkway	Situational Awareness