

NDSU Loss Control Committee

Minutes – Approved March 23, 2005

Date: January 26, 2005, 2:31 p.m.

Place: Facilities Management, Blue Conference Room, Thorson Maintenance Center

1. Call to order and attendance

The meeting was called to order at 2:31 P.M. by Jolean Pederson, alternate for Ray Boyer, Chair

- **Voting Members Present:**

Jolean Pederson, Marilyn Koehlmoos, Roy Laframboise, Janna Stoskopf, Kevin Matheson (alternate for Bruce Bollinger), Tom Akers, Jim Brun (acting alternate for Virgil Mueller), David Wahlberg, Bruce Frantz, Rick Johnson, Lynn Dorn (acting alternate for Josh Hemingway), Broc Lietz

- **Voting Members Absent:**

Ray Boyer

- **Ex-Officio Members Present:**

Gina Haugen, William Vandal, Stephanie Wegner

- **Ex-Officio Members Absent:**

William Diamanti

2. Introduction of visitors

William Vandal was introduced as a new Ex-Officio Member working with the Office of Safety and Environmental Health; Jana Thielges was introduced as acting representative from Research Technology; Lynn Dorn was introduced as acting alternate for Josh Hemingway. Each of the Voting Members present introduced themselves to the visitors.

3. Review and approval of September 15, 2004 minutes

Jolean Pederson asked for changes and/or corrections to the minutes of the September 15, 2004 meeting. It was noted the listing of the Voting Members present at the September 15, 2004 meeting was incorrect. The minutes will be corrected in the official copy of the minutes. David Wahlberg moved to accept the minutes with the above noted correction, Roy Laframboise seconded the motion. Motion passed.

4. Review of incidents and accidents

For the benefit of the new members/alternates/visitors, a brief description of the purpose for going in to executive session was presented by Jolean Pederson.

Jolean Pederson called for a motion to go into executive session. Lynn Dorn moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. Roy

Laframboise seconded the motion, motion passed. Executive Session started at 2:37 p.m. The topic of the session was review of employee incident reports (medical, non-medical, near miss) as tracked by the Office of Safety and Environmental Health, and review of the 3rd party reports as tracked by Marilyn Koehlmoos. The date range for the employee incident reports was September 16, 2004 up to January 25, 2005. The 3rd party incident reports date range was September 16, 2004 thru January 25, 2005. By law the executive session was recorded.

Executive session was closed at 3:11 p.m.

5. Review of unfinished business

- **Update on LCC membership**

Tim Lee has left NDSU. Virgil Mueller, as Acting Police Chief, replaces Tim Lee on the Loss Control Committee. As stated above under 'Introduction of Visitors', Jana Thielges was present at the meeting as acting representative from Research Technology. Dr. Philip Boudjouk will be naming a voting member. Tom Akers, Purchasing, named Stacey Winter as his alternate. Lynn Dorn will be alternate for Josh Hemingway, Athletics. Representation from Academic Affairs/ITS remains open.

The question of student representation to the Loss Control Committee was discussed. This originally was brought up at the April 14, 2004 meeting. Discussion of this matter was tabled to the March 23, 2005 meeting.

- **Sub-committee reports**

Forestry - Roy Laframboise. Roy Laframboise distributed a copy of the minutes from the November 3, 2004 Team Meeting. The membership of the North Dakota Forest Service Team Meeting consists of representatives from each of the Forest Service offices. A copy of these minutes will be made a part of the permanent record of the Loss Control Committee minutes. Roy reported that all employees of the North Dakota Forest Service receive a copy of the Team Meeting minutes. The Forest Service hires emergency fire fighting personnel for the season and stated that fire fighting personnel are trained by outside vendors. A copy of the training records will be mailed to Marilyn Koehlmoos for tracking this specific training. The Forest Service creates/reviews work plans on a monthly basis and is tied to their Responsibility Reviews. The November 3, 2004 Team Meeting minutes also include field office reports. Recently both a building self-inspection and inspection by Workforce Safety and Insurance was conducted. Weekly inspections of campgrounds has also been implemented. The next meeting of the North Dakota Forest Service Team is February 10, 2005.

Agriculture - Kevin Matheson. Card access on the Pilot Plant/Service Center has recently been installed to control access to the building; particularly the Pilot Plant portion of the building which contains hazardous materials. Development of a Safety Training Book has started. All students and staff will be required to review the Standard Operating Procedures for a piece of equipment prior to the use of said equipment. Expansion of this procedure will be implemented in the future for agriculture equipment used in the field.

Public Health - Jolean Pederson. Reported on the building inspection process per NFPA and State requirements. The question of inspection of residential buildings at the Main Farm Station in Fargo was raised. The State does not require inspection of these buildings, but is recommended by the Office of Safety and Environmental Health. Also, tenant agreements are not currently in place for experiment station residential buildings, both in Fargo and out-state.

Jolean also reported the IACUC Guidelines for the Care and Use of Vertebrate Animals is completed and will be submitted to both Vice President Dick Rayl and Vice President Philip Boudjouk for signature approval.

Work on the NDSU Risk Management Program is nearing completion and will be made available to all employees both in hard copy and electronic formats. The NDSU Snow Removal Plan is also nearing completion and will include information on vehicle removal/towing of 'snow bird' vehicles.

The OSEH is working on updating the Annual Notice of Risk Management Policies/Designated Medical Provider forms for anticipated distribution in March 2005.

The OMB-Risk Management Division has approved a brochure for distribution to employees that travel internationally. Worker's Compensation does not cover employees out of the country, but coverage is available thru a separate plan. Employees do not need to enroll in this coverage. Information on infectious/communicable diseases and where to obtain information regarding same is included in the brochure.

Jolean introduced William Vandal as a new employee in the Office of Safety and Environmental Health. William Vandal reported on the upcoming building inspections and stated an e-mail to all employees will be sent thru the Listserv notifying employees of the upcoming inspections with suggestions of possible corrective action prior to inspection.

Jolean reported on a fire that occurred at Sevrinson Hall during the recent cold snap. Work will be done on the Emergency Response Plan to clarify/streamline notification processes of emergencies.

Environmental Health - William Diamanti. William Diamanti was not available, but did provide a report of current activities. To include: 1) funding for the new hazardous materials building is before the State Legislature; 2) offers of assistance have been received from the Student Advisory Council and Dr. Wei Lin's storm water class for assistance regarding storm water issues; 3) a map showing the storm water drains has been completed; 4) creation of the Storm Water Committee has been completed; 5) the radiation self-audit is completed; 6) a site visit is being planned for the Minot radioactive materials site; 7) the Radioactive Materials and Chemical Hygiene Plans are completed and distributed; 8) Bill is working with personnel in Research 2 regarding safety issues.

Safety Reps and Training - Marilyn Koehlmoos. Marilyn reported that Baseline Safety Training is available both on-line and as in-person sessions. A calendar of the weekly in person sessions is also available on-line at the OSEH website. Additional on-line training is being developed for future reference.

MeritCare has offered to supply NDSU with magnets that have both MeritCare Occupational Health and OSEH office information printed on the magnets.

Vacancies on the safety representatives list currently exist and Marilyn stated she will be working to fill those vacancies.

CoOP/LDRPS - Gina Haugen. The conversion to ConnectND computer system has been completed and data input into the LDRPS system needs to be started. An Implementation Committee has been formed for compliance with this task. There has been discussion of a student internship to assist the implementation process. Information from the Vice President for Business and Finance tree will be input first, with each Vice President's area of responsibility being input one at a time.

Insurance and Service Contracts - Tom Akers. Tom Akers reported that he and Kilian Ottman met with Jeff Bitz, State Fire and Tornado. A video tape inventory of all NDSU buildings was conducted in the mid-1990's but will need to be redone for insurance purposes. Typically an inventory of all building contents is required, but due to the size of the campus and the amount of materials inside the buildings a video tape of buildings and their contents is an acceptable alternative.

The 2000 rain event resulted in FEMA requiring NDSU to carry flood insurance on the buildings that were damaged/affected by the storm.

Tom reported that the need for Service Contracts, as required by the Board of Higher Education and the Secretary of State, is being complied with across campus.

Personal Safety and Security – Virgil Mueller. Jim Brun did not have a report for the committee. This report is tabled until the March 2005 meeting.

Facilities Use Agreements - Janna Stoskopf. Janna reported that a campus-wide Facility Use Agreement is being created by herself and Ray Boyer.

- **Other old business**

Sub-Committee Meeting/Minutes/Reports. Due to the conversion to the ConnectND computer system, the sub-committee reports were tabled to the March 2005 meeting.

6. **New Business**

- **Medical transport: Ambulance versus Police.** This agenda item was discussed in Executive Session.
- **First Aid Kits: Oral Medications.** The issue of supplying oral medications in first-aid kits was submitted to the Loss Control Committee for discussion. The committee requested OSEH personnel to revisit this issue with the OMB Risk Management Division and was tabled to the March 2005 meeting.
- **Workforce Safety and Insurance (WSI) Audit.** Due to the ConnectND conversion, the Office of Safety and Environmental Health has requested a deferment of this audit.

Pollution Liability review by OMB/Risk Management Division. Ray Boyer and William Diamanti met with representatives from Risk Management and Vaaler Insurance regarding pollution liability issues. Discussion of this item at the Loss Control Committee was tabled to the March 2005 meeting due to the fact both Ray Boyer and William Diamanti were unable to be at the January 2005 meeting.

- **Other New Business**

There was no other new business.

- **Future meeting schedule 2004-2005**

Wednesday, March 23, 2005, 2:30 PM

Wednesday, April 27, 2005, 2:30 p.m.

- **Proposed 2005-2006 dates:**

Wednesday, September 28, 2005

Wednesday, November 30, 2005

Wednesday, February 22, 2006

Wednesday, April 26, 2006

Bruce Frantz moved to adjourn the meeting, Marilyn Koehlmoos seconded the motion. Motion carried.

The meeting was adjourned at 4:12 p.m.

Respectfully submitted,

Stephanie Wegner
Administrative Assistant