

NDSU Loss Control Committee

Minutes (approved April 14, 2004)

Date: February 18, 2004, 2:30 p.m.

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

1. Call to order and attendance

The meeting was called to order at 2:35 PM by Ray Boyer, Chair

- **Voting Members Present:**

Bruce Frantz, Roy Laframboise, Tim Lee, Ray Boyer, David Wahlberg, Marilyn Koehlmoos, Kevin Matheson (alternate for Bruce Bollinger), Broc Lietz

- **Voting Members Absent:**

Rick Johnson, Jana Stoskopf, Tom Akers

- **Ex-Officio Members Present:**

Gina Haugen, William Diamanti, Jolean Pederson and Stephanie Wegner

2. Introduction of visitors

No visitors present

3. Review and approval of December 17, 2003 minutes

Ray Boyer asked for changes and/or corrections to the minutes of the December 17, 2003, 2003 meeting. No changes or corrections were noted, a motion was made by Roy Laframboise to approve the minutes as submitted and seconded by David Wahlberg. Minutes were approved by unanimous vote of members present.

4. Review of unfinished business

- **Update on LCC membership**

David Wahlberg named Steve Bergeson as his alternate. Bruce Frantz, Tim Lee, and Broc Lietz still need to name their alternates to the Loss Control Committee. Representation from Academic Affairs/ITS, Athletics, and Research Technology remains open.

Computer Security update

As mentioned in the December 17, 2003 minutes, computers taken out of service are now being stored until a procedure to clean the hard drive is in place. Stored computers will not be put into surplus property until the procedure is implemented. Tom Akers was not present to update the committee on the progress of the procedure.

• Reports

Forestry - Roy Laframboise reported on the Forest Service Risk Management Team. Roy shared an Annual Checklist the Team had prepared which covers required training and various safety inspections/inventories that need to be completed on an annual basis. The checklist will be made a part of these minutes as an addendum. Roy also shared copies of the Risk Management Team meeting minutes from their November 25, 2003 meeting. Their team meets on a quarterly basis and will continue to focus on key issues in the Forest Service Department.

Agriculture - Kevin Matheson (as alternate for Bruce Bollinger) reported that the Service Center is working on improving the safety of farm equipment with the installation of needed guards and other safety improvements. The equipment is inspected upon being brought in for maintenance/repair. Any improvements are reviewed with the department owning the equipment.

Public Health and Safety - Jolean Pederson. Ray Boyer stated that building inspection reports will be reviewed at each of the Loss Control Committee Meeting for the period of time they are processed between the meetings. Jolean Pederson updated the committee on her efforts in the public health area as liaison to the Public Health and Student Health sectors and is working on procedures for the handling of a major communicable disease outbreak. She also reported on other efforts in the areas of Presumptive Clause for NDSU Police Officers, IACUC/OSHA compliance, training for supervisors/managers in the procedure to complete incident investigations and the proper handling of the necessary paperwork. Jolean has also taken over the building inspections in non-chemical buildings.

Environmental Health and Safety - Bill Diamanti reported on efforts to complete the revised Hazardous Chemical Management Plan, his presentation to the principal investigators and faculty in Loftsgard Hall on security and storage of pesticides, the progress of the Storm Water Pollution Prevention Program (SWPPP) on the NDSU campus, the addition of a hazardous material facility to the Master Plan for submission to the 2005 Legislative Session, and the completion and submission of the Biannual Hazardous Waste report to the State Department of Health.

Safety Representatives and Training - Marilyn Koehlmoos. Marilyn reported that the current list of safety representatives encompasses 135 people. The reps receive a monthly newsletter and safety poster and is working on a plan to conduct a meeting with all safety reps at least twice a year. Marilyn also stated that the OSEH office will have a booth at the upcoming Health Fair, that she and Jolean Pederson will be conducting ergonomic training sessions in the Memorial Union with one session being held this coming spring and one in the fall. Marilyn and Jolean are also working on a schedule to conduct ergonomic assessments and baseline training sessions to the out-state areas of the NDSU campus.

CoOP/LDRPS - Gina Haugen. Gina reported that the area of business/finance will be completing the continuum of operations as a sample plan for the NDSU campus. Due to the diversity of the departments/services offered on the NDSU campus a time-line has not been developed for the remainder of the campus. Mention was made that the plan is not an emergency plan, but rather a plan for the continuation of functions in the event of an emergency.

Insurance and Service Contracts - Tom Akers was not present. His report will be made at the next scheduled meeting.

Personal Safety and Security - Tim Lee. Tim Lee reported to the committee regarding the published crime statistics/safety brochure as required by Federal law. The areas of the campus that are outside of Fargo will be sent a form to report any crime statistics occurring on site. The brochure is available both electronically thru the Police Department website and in hard copy format. Upcoming training on Hazardous Communications and training for the new AED recently received was discussed. Tim Lee also stated that the recent presentation by the Fargo Police Department on personal safety/security is available on their website in PowerPoint format.

Facilities Use Agreements - Janna Stoskopf was not present. Her report will be made at the next scheduled meeting.

- **Other Old Business.**

EPA Self-Audit. Bruce Frantz reported that it may be premature to do self-audits prior to the outcome of the proposed centralized hazardous material facility. NDSU has done in the past and will continue to self-disclose any incidents pertaining to hazardous materials.

Bruce also reported on the storm water issue. Some of the upcoming projects regarding storm water and snow melt run off pertain to containment and separation of foreign materials in the runoff (i.e. oil, sand, ice melting materials). Some of the proactive items that NDSU does include inside washing of vehicles/machinery, campus spring cleanup, manure management, the detention pond at the research park. Roy Laframboise stated the Forest Service has procedures in place to deal with processing nitrate contaminated materials.

5. **New Business**

- **NDUS Loss Control Committee Report**

Ray Boyer reported on the February 11, 2004 telephone conference call of the NDUS Loss Control Committee. The primary exposure for the university system is employment liability. Policy awareness and report ability issues need to be addressed. The issue of 15 passenger vans was also discussed at the NDUS LCC meeting. NDSU is currently the leader in training individuals on the handling problems of 15 passenger vans. The insurance industry is doing an actuarial assessment on insurability of the vans. The increase in premiums will need to be assessed to each van as part of the rate charged for use of the van. Ray Boyer will draft a letter to Joan Chapek on the liability assessment options being reviewed by the OMB/Risk Management Division and the recommendations made by Pat Seaworth. In addition, the NDSU LCC requests that any policy and procedure changes by NDSU give consideration to the need for the student

organizations to have a safe and financially viable option available to them to meet their group transportation needs. Bruce Frantz moved to have Ray Boyer draft the letter to Joan Chapek, Broc Lietz seconded the motion. Motion passed.

- **DMP/Risk Management Brochure mailing**

Ray Boyer reported that per Risk Management Division requirements, the annual mailing of the Annual Notice of Policies will be sent the first part of March. In an effort to streamline procedures, the Annual Notice of Policies and Designated Medical Provider reporting forms will be combined into one form/ mailing. One signature page for both notices will be utilized with the OSEH maintaining the file on the employee signatures.

- **Other New Business**

The issue of Professional liability coverage for medical student intern programs was discussed. Due to increased premiums, the new policy includes a \$100,000 self-insured retention. In the event of a loss UND will be responsible for the first \$100,000 for their programs and the remainder of the NDUS institutions are responsible for the first \$100,000 for a loss related to a campus student intern program. The risk fund will fund the loss and expenses, but assess back to the responsible campus the first \$100,000, plus expenses. It should be noted that the risk of claims involving NDUS student intern programs is low and there are other funds available to cover potential losses.

6. Future meeting schedule

Wednesday, April 14, 2004, 2:30 p.m.
Wednesday, June 16, 2004, 2:30 p.m.

Proposed 2004-2005 dates

Wednesday, September 15, 2004
Wednesday, November 17, 2004
Wednesday, January 19, 2005
Wednesday, March 16, 2005

7. Review of incidents/accident reports.

Due to time constraints, the review of incidents/accident reports was tabled until the April 14, 2004 meeting. No Executive Session was called.

8. Adjournment

The meeting was adjourned at 4:30 PM.

Respectfully submitted,

Stephanie Wegner
Administrative Assistant