

NDSU Loss Control Committee

Minutes - Approved June 15, 2005

Date: March 23, 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, Rodney Wahl (alternate for Roy Laframboise), Kevin Matheson (alternate for Bruce Bollinger), Tom Akers, David Wahlberg, Bruce Frantz, Josh Hemingway, Colette Erickson (alternate for Broc Lietz), Yvette Halverson

- **Voting Members Absent:**

Ray Boyer, Janna Stoskopf, Rick Johnson, Virgil Mueller

- **Ex-Officio Members Present:**

William Vandal, Stephanie Wegner

- **Ex-Officio Members Absent:**

Richard Rayl, William Diamanti

2. Introduction of visitors

Yvette Halverson was introduced as a new Voting Member representing Research Technology. Each of the Voting Members present introduced themselves to the new Voting Member.

3. Review and approval of January 26, 2005 minutes

Jolean Pederson asked for changes and/or corrections to the minutes of the January 26, 2005 meeting. Bruce Frantz moved to accept the minutes as submitted, David Wahlberg 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. Tom Akers moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. Bruce Frantz seconded the motion, motion passed. Executive Session started at 2:34 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 January 26, 2005 thru March 21, 2005. The 3rd party incident reports date range was January 26, 2005 thru March 21, 2005. By law the executive session was recorded.

Executive session was closed at 2:46 p.m.

5. **Review of unfinished business**

- **Update on LCC membership**

As stated above under 'Introduction of Visitors', Yvette Halverson has been named representative from Research Technology. Sheri Anderson is named as Yvette Halverson's alternate. Representation from Academic Affairs/ITS remains open.

The question of student representation to the Loss Control Committee was brought up at this meeting. Further discussion of this matter was tabled to the April 27, 2005 meeting.

- **Sub-committee reports**

Forestry - Rodney Wahl reported on behalf of Roy Laframboise, who was unable to be at the meeting. Rodney Wahl distributed a copy of the minutes from the February 10, 2005 Team Meeting in Carrington. The minutes of the North Dakota Forest Service meeting reflected the presents of Jolean Pederson and William Vandal as guests at the meeting. The full text of these minutes are available on the Office of Safety and Environmental Health's website. Building inspections of Forest Service buildings was discussed and a draft of the inspection form for annual inspection of these buildings was discussed. The final form will be placed on the Safety Office website for easy access.

Rodney Wahl reported that a defensive driving course is scheduled for March 29, 2005. Additional training sessions are being discussed/planned to include First Aid, CPR, AED, ATV, and commercial pesticide certification. Wildfire training is scheduled for April 5, 2005 in Bismarck for volunteer fire people, ND Forest Service staff, and other agencies.

Hazardous Materials. Rodney reported that running inventories of most pesticides have been created and are housed in three locations within the Forest Service. These are updated two times a year. Material Safety Data Sheets have also been compiled and are available.

Agriculture - Kevin Matheson. Kevin reported that work is continuing on safety manuals and they have started creating MSDS binders. An inventory of chemicals has been completed and that quantities on site are what is used on a regular basis.

Public Health - Jolean Pederson. Reported that FM Ready Wheels will not be able to assist in transporting injured employees or students at this time. Ready Wheels transports individuals that have scheduled appointments, but not immediate injuries. Discussion followed regarding supervisor's transporting injured workers.

Jolean reported that an advisory from the Centers for Disease Control (CDC) regarding anthrax and mail handling was the result of a false alarm, but that employees need to be aware and alert to potential problems. Discussion of creating a Standard Operating Procedure for mail handling was discussed.

Jolean also reported that she, William Vandal, and six additional NDSU employees attended the recent Community Emergency Response Training (CERT). The Safety Office is looking to have the training made available to key campus personnel. The training consists of 16 hours

of course work and can be spread out over several sessions. The committee requested additional information regarding this training and was tabled to the April 27, 2005 meeting.

The Inspection Report Forms, as mentioned in the ND Forest Service Report, are available on the OSEH website; instead of a policy regarding first aid kits containing medications, work will be done on a Standard Operating Procedure; Ergonomic Training is available on the OSEH website; and work on the Risk Management Program has been placed on hold due to Risk Management Incident Reporting changes.

Jolean Pederson and William Vandal reported that building inspections have started and that all buildings will be inspected for safety issues. Fire inspections will be done on the buildings that were not inspected in 2004. One issue that has already arisen is the amount of surplus materials/clutter on the NDSU campus.

The mailing of the Risk Management Annual Notice of Policies/Designated Medical Provider (DMP) form will be sent on March 24, 2005.

A temporary "On-Call" procedure/list has been made available to the NDSU Call Center.

Environmental Health - William Diamanti. William Diamanti was not available, but did provide a report on the recent audit conducted by the North Dakota Health Department of processes and procedures regarding radioactive materials. The exit interview indicated no major violations of our license. A written report of the audit will be submitted to President Chapman.

Safety Reps and Training - Marilyn Koehlmoos. Marilyn distributed information on State Fleet and general liability.

Marilyn also distributed a report she has generated on Worker's Compensation premiums and the effect time-loss claims and experience rate have on the annual premium.

CoOP/LDRPS - Gina Haugen. Gina was unable to attend the meeting, but did provide a report for the meeting. Gina's report stated Ray Boyer recently met with Janell Quinlan, ND COG/CoOP Project Manager, ND Division of Emergency Management and discussed NDSU's plan to develop a sub-committee to implement the necessary plan/software development. With the delay in the implementation of PeopleSoft, the NDUS has given some extra time to develop their plans since interfacing with PeopleSoft is necessary to input to LDRPS. Plan development report will be discussed further at the next NDSU LCC meeting.

Insurance and Service Contracts - Tom Akers. Tom did not have a report to update the committee on insurance and service contracts.

Personal Safety and Security – Virgil Mueller. Virgil Mueller was unable to attend the meeting. This report is tabled until the April 2005 meeting.

Facilities Use Agreements - Janna Stoskopf. Janna was unable to attend the meeting. This report is tabled until the April 2005 meeting.

- **Other old business**

Sub-Committee Meeting/Minutes/Reports. Sub-committee reports were tabled to the April 2005 meeting.

First Aid Kit: Oral Medications. As stated earlier in these minutes, a Standard Operating Procedure will be developed regarding the practice of oral medications not being supplied in departmental provided first aid kits.

WSI Audit. The Workforce Safety and Insurance audit has been put on hold due to the PeopleSoft conversion.

Pollution Liability Review. Report from Ray Boyer is tabled until the next meeting.

6. New Business

- **Rescheduling of April 27, 2005 meeting.** Committee members have or will reply to Ray Boyer's e-mail about rescheduling the April 27, 2005 meeting to April 20 or 21, 2005.
- **Discount Applications due May 1st.** Workforce Safety and Insurance discount applications will be submitted to Workforce Safety by May 1st, 2005.
- **Annual State Risk Management Seminar, April 27 and 28, 2005.** Office of Safety and Environmental Health staff will be attending the Seminar in Bismarck.

- **Other New Business**

There was no other new business.

- **Future meeting schedule 2004-2005**

Wednesday, April 27, 2005, 2:30 p.m. - date change pending.

- **Proposed 2005-2006 dates:**

Wednesday, September 28, 2005

Wednesday, November 30, 2005

Wednesday, February 22, 2006

Wednesday, April 26, 2006

David Wahlberg moved to adjourn the meeting, Bruce Frantz seconded the motion. Motion carried.

The meeting was adjourned at 3:42 p.m.

Respectfully submitted,

Stephanie Wegner
Administrative Assistant