

## **NDSU Loss Control Committee**

### **Minutes (Approved June 16, 2004)**

**Date:** April 14, 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 2:37 PM by Ray Boyer, Chair

##### **•Voting Members Present:**

Tim Lee, David Wahlberg, Marilyn Koehlmoos, Ray Boyer, Janna Stoskopf, Bruce Frantz, Ray Boyer

##### **•Voting Members Absent:**

Rick Johnson, Roy Laframboise, Tom Akers, Broc Lietz

##### **•Ex-Officio Members Present:**

Gina Haugen, William Diamanti, Jolean Pederson, Stephanie Wegner

#### **2. Introduction of visitors**

No visitors present

#### **3. Review and approval of February 18, 2004 minutes**

Ray Boyer asked for changes and/or corrections to the minutes of the February 18, 2004 meeting. One item of question was whether the term “retention” as used on Page 4, top of page, regarding storm water/snow pile melting was correct or if “detention” was the proper term. Bruce Frantz will do follow-up to clarify this point.

David Wahlberg moved to accept the minutes with the stipulation that the correct terminology be used in the final minutes. Janna Stoskopf seconded the motion. Motion passed.

#### **4. Review of incidents/accidents**

Janna Stoskopf 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. The topic of the session was the review of the Risk Management Fund GL Loss Report and VA (vehicle) Loss Report as of April 2004 (FY 04). By law the executive session was recorded.

At 3:11 p.m. Dave Wahlberg moved to close the Executive Session, Janna Stoskopf seconded the motion, motion passed.

## 5. **Review of unfinished business**

- **Update on LCC membership**

Bruce Frantz named Joan Chapek as his alternate. Tim Lee and Broc Lietz still need to name their alternates. Representation from Academic Affairs/ITS, Athletics, and Research Technology remains open.

The topic of adding student representation on the Loss Control Committee was addressed. Ray Boyer will be in contact with Risk Management regarding confidentiality issues while in Executive Session. Janna Stoskopf will be in contact with Student Government for possible names of potential members. Further discussion was tabled until the June 16, 2004 meeting.

- **Sub-committee reports**

**Forestry** - Roy Laframboise was unable to attend the meeting, but submitted his report via e-mail as follows:

1. The ND Forest Service Safety and Risk Management team met in February and continue to bring all offices in compliance with our annual checklist.
2. A training session for forklift operators was held in March.
3. On April 6th the Towner State Nursery held a one day training session for all full and part time staff. Topics covered included baseline training, safety and risk management, worker protection standards, safe operating procedures, etc.

**Agriculture** - Bruce Bollinger was unable to attend the meeting, report tabled until June 16, 2004 meeting.

**Public Health** - Jolean Pederson. Supervisor training in accident/near miss investigation and reporting has begun with the first presentation being conducted on April 8, 2004; Jolean Pederson and Marilyn Koehlmoos will have a table at the Health Fair on April 13, 2004; work has begun on the training module of the upcoming People Soft conversion; Marilyn Koehlmoos and Jolean Pederson will be sponsoring an Ergonomics Assessment/Workshop on April 27, 2004; effort is continuing to identify funding sources for security/safety issues; Jolean has started building inspections in non-laboratory buildings with John Arens, Fargo Fire Department.

**Environmental Health** - William Diamanti. William Diamanti reported the first annual report for the Storm Water Pollution Prevention Program (SWPPP) was submitted to the State Health Department. Per the EERC NDSU is ahead of schedule in our pollution prevention program. The Lab and Chemical Safety Committee has completed their revision of the "Hazardous Chemical Management Plan". The Plan has been renamed the "Chemical Hygiene Plan" and has been placed on the OSEH website in PDF format. Copies of the Plan in hard copy format will be produced and distributed to laboratories on- and off-campus. William Diamanti is also conducting building inspections with John Arens, Fargo Fire Department, in buildings that contain laboratories. It should be noted

that John Arens is pleased with the progress NDSU has made in correcting code violations.

**Safety Reps and Training** - Marilyn Koehlmoos. Marilyn reported that a training matrix has been drafted to identify department specific training needs. This matrix was sent to areas in Facilities Management for additional input. Marilyn reported that additional safety representatives are needed, particularly in the trades area of Facilities Management. Marilyn reported that an individual has been identified on-campus that is certified to conduct forklift training.

**CoOP/LDRPS** - Gina Haugen. There was no update report as the group has not met since the February 18, 2004 LCC meeting. There is an upcoming meeting in Bismarck the last week of April.

**Insurance and Service Contracts** - Tom Akers. Tom Akers was unable to attend the meeting. This report was tabled to the June 16, 2004 meeting.

**Personal Safety and Security** - Tim Lee. Tim Lee reported that Supervisor Incident/Reporting and Baseline Safety training will be conducted on April 22, 2004 for the night shift officers, the night shift heating plant staff, and night custodial staff. AED training will also be conducted at that time for the night shift police officers. The above noted training sessions have been conducted for the day shift officers.

**Facilities Use Agreements** - Janna Stoskopf. Janna Stoskopf reported that different Facilities Use Agreements currently in place on the NDSU campus are being reviewed to form one common agreement. Some of the issues are appropriate usage of facilities and liability issues regarding equipment/facility damage. Risk assessment issues do exist in the Student Organizations area. There is currently a "Party/Event Management Kit" available to student organizations. Efforts are continuing to bring facilities use agreements together under one umbrella agreement.

**•Other old business**

There was no additional old business.

**6. New Business**

**•Meeting summary with OMB/Risk Management Division.** Ray Boyer, Marilyn Koehlmoos, and Jolean Pederson met with representatives from Risk Management in Bismarck on March 18. CDL requirements were discussed at this meeting. It was determined that employees in the Agriculture area, to include Extension and Research Extension Center employees, will need to have a CDL and meet the physical requirements. Discussion on Motor Pool monitoring the CDL program followed.

**•Workers Comp/Risk Management Program Discount Applications.** Ray Boyer reported that the Discount Applications are due by May 1, 2004. The new Risk Management Policies/Designated Medical Provider (DMP) forms have been distributed to all benefited employees of NDSU. This and other changes that have been

implemented may affect the discount program.

•**Other new business.** The issue of 15 passenger vans was re-addressed. No further action has been taken by State Fleet/Motor Pool on the use of 15 passenger vans. The training program of behind the wheel and written testing prior to driving a 15 passenger van is still in place. Risk Management is still reviewing the use of 15 passenger vans statewide.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Stephanie Wegner  
Administrative Assistant