

NDSU Loss Control Committee

Minutes - Approved 07/25/2007

Date: April 25, 2007

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

1. Call to order and attendance

The meeting was called to order at 10:01 A.M. by Jolean Pederson, Chair

Voting Members Present:

Jolean Pederson (Chair), William MacDonald, Stacey Winter, Tom Claeys, Kevin Matheson (alternate for Bruce Bollinger), Josh Hemingway, Sheri Anderson,

Voting Members Absent:

Bruce Frantz, Rick Johnson, Janna Stoskopf, David Wahlberg, Broc Lietz, Jennifer Baker

Ex-Officio Members Present:

Gina Haugen, Mike Borr, William Vandal, Stephanie Wegner

Ex-Officio Members Absent:

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2. Introduction of visitors.

Tom Claeys was introduced as voting member replacement for Roy Laframboise. Introductions were made.

3. Review and approval of January 24, 2007 minutes.

Mike Borr is incorrectly noted as a voting member of the committee. The correction will be made to the January 24, 2007 minutes listing Mike Borr as Ex-Officio and not a Voting Member. William MacDonald moved to approve the minutes with the aforementioned correction. Stacey Winter seconded the motion. Motion carried.

4. Review of unfinished business

• Standing Committee Reports

Forestry - Tom Claeys provided several handouts, which will be made a part of these minutes, and reported on recent activities at the North Dakota Forest Service.

The North Dakota Forest Service Safety and Risk Management Team met on March 6, 2007 in Bismarck. Items of discussion included an agency list of training needs, a summary of upcoming training activities, and training on the NIMS Training/Incident Command System.

All staff members have taken the NDSU web-based Sexual Harassment Training and quiz. Copies of certificates were sent to the State Forester's Office.

A safety inspection of the Bismarck Field Office and the rented Bismarck Storage Facility was completed by the Safety Team. The Bismarck Field Office lease is expiring in December and the office will be moving to newer, better facilities in 2008.

The next North Dakota Forest Service Safety and Risk Management Team meeting is scheduled for July 17, 2007 at the Walhalla Field Office. Inspection of the Walhalla Field Office facilities will be a part of this meeting.

The North Dakota Forest Service has completed an Agency Essential Services assessment required by the State of North Dakota Department of Emergency Services. The accompanying cover letter covers the submission of the required information with a notation that the North Dakota Forest Service is part of the NDSU Continuum of Operations Plan as well as having responsibilities to the State Emergency Operation Plan. The NDSU Loss Control Committee has not reviewed the information and the essential services information is subject to change following the NDSU Loss Control Committee's review.

Agriculture - Kevin Matheson stated they are just getting into their busy season and have started the field preparation work. Kevin has contacted the Extension Directors to remind workers to be careful, take time, and to think safety.

Plant Sciences has upgraded all field containers to safety fuel cans. They have also purchased flammable storage cabinets for fuel storage.

Pesticide training has been conducted for all full-time employees. Training for part-time and student employees has been scheduled.

Jolean Pederson indicated that the extension stations need to be aware that student employees need to be a minimum of 16 years of age at time to hire to work in the agriculture area.

Environmental Health and Safety - Mike Borr reported on the mandatory asbestos survey plan. The survey will be conducted on only the main campus facilities and that the project has been started. The work will be conducted throughout the current year. The survey results will be compiled and made public on the NDSU University Police and Safety Office website.

The Material Handling Facility bid has been let and the bids came in over budget. The building committee is in the process of regrouping and working on next courses of action.

Public Health and Safety - Jolean Pederson reported that there has been a lot of activity during the past few months. AIG Insurance has visited the campus regarding pollution liability coverage. IACUC has also had an inspection of programs.

Jolean has been working on the Wellness Program and reported that the Blue Cross/Blue Shield discount program has resulted in NDSU receiving a 1% discount in premiums due to participation in the program. This has resulted in approximately a \$140,000 savings in premiums. The Wellness Program will be continued in the upcoming year.

The NDSU Accident Review Board will be starting in June or July of 2007 for campus review of accidents.

Ray Boyer and Jolean Pederson have attended a legal issue seminar/web cast covering the topic of suicide. Ray and Jolean will also be attending pandemic tabletop exercise at the FargoDome on April 26, 2007.

Jolean has been working on the Risk Management application which needs to be submitted to the Office of Management. Records Retention continues to be an issue with the application but noted that the policy has been rewritten, removing the retention schedule, and will be sent to the Policy Coordination Committee. Barry Miller, NDSU Auditor, will be working on the retention schedule with the anticipated completion date by this time next year.

Several NDSU employees will be attending the Risk Management Annual Seminar in Bismarck. Attendance is a required component of the application process.

The Pandemic meeting scheduled for today, April 25, 2007, is postponed due to recent events. Large amounts of material have been received regarding the recent Virginia Tech incident and the NDSU suspicious object issue which needs to be reviewed prior to Pandemic Committee meeting.

Jolean continues to conduct ergonomic assessments, is working on the Facility Use Agreement, and vehicle use agreement, the Emergency Response Plan, the Pandemic Plan, and is Participating in the Disaster Resistant University committee.

Loss Control - Jennifer Baker was unable to be at the meeting but did provide the following report.

Jennifer Baker has been busy with Loss Control issues and the claims process. She has also been conducting the Baseline Training which will be undergoing a scheduling change for the upcoming fiscal year. The Baseline Training will be done on a monthly not weekly basis with one morning and one afternoon session each month. Department requests for the training will continue as before. Supervisor training will soon be restarted on a monthly basis.

The Annual Notice of Risk Management Policies/Designated Medical Provider notifications was mailed in March with approximately 76% compliance to date.

Insurance and Service Contracts - Stacey Winter reported that an insurance policy for tractors is now in place. NDSU has approximately \$4 million worth of tractors and that the premium for this insurance is very reasonable.

Stacey distributed an article on photocopiers and the storage of personal information on the copier hard drives. The vendor for the NDSU photocopiers has provided information regarding the hard drives and how the drives would need to be physically removed from the machine and software available to retrieve personal information. The hard drives are not very big and are constantly being overwritten by the next batch of information being copied or printed.

Stacey also distributed a hard copy of information that was recently e-mailed to all NDSU staff and faculty notifying same of NDSU's Procurement and Contractual Policy.

Personal Safety and Security - William MacDonald reported that all responsibility reviews were completed during the first quarter of 2007.

The current Safety and Security brochure has been sent to University representatives for review and update. The brochure will be updated for the next publication. Discussion on brochure content followed.

A draft protocol on an Active Shooter Response has been submitted.

A position description for a Police Representative has been submitted to the Back on TRAC team.

Facility Use Agreements - Jolean Pederson reported that work continues on the agreement which has been sent to the General Counsel's office for review. Agriculture issues, especially agreements dealing with animals may need to be done as an addendum to the general Facility Use Agreement.

Jolean indicated that Standing Committee Reports from Facilities Management, Research, and Athletics will be added to the agenda.

5. New business -

Review of Risk Management Bulletin. The Risk Management Bulletin covered the topics of the upcoming Risk Management Seminar, records retention, LDRPS, pandemic planning, and tools to control slips and falls.

The Bulletin will be forwarded by e-mail to all committee members for review prior to each Loss Control Committee meeting.

Annual Safety Notice. The notice was sent out in January 2007 and is part of the Risk Management process. Information on asbestos containing materials was included in the 2007 notification.

Inspections. William Vandal reported building inspections are underway. Inspections are being conducted with John Arens, City Fire Inspector and that reports are available for review in the Safety Office. Laboratory inspections will be conducted with Mike Borr.

A Defensive Driving course is scheduled for June 26, 2007. The North Dakota Department of Transportation will be in Fargo to conduct the training and that summer employees will need to take the training prior to driving State Fleet vehicles.

Hintz Fire Equipment has completed their annual inspection of fire extinguishers with the exception of the residence halls which will be completed over the summer months. The Safety Office is conducting the annual checks for NDSU.

Procurement/Contractual Policy. As indicated earlier in these minutes, Stacey Winter distributed a hard copy of the e-mailed, annual notice of purchasing policy. The e-mail was sent on 4/24/07. The Annual Notice of Risk Management Policies/Designated Medical Provider has a portion of this policy contained within the document, but not the full policy.

- 6. Review of incidents/accidents -** Jolean Pederson called for a motion to go into executive session. At 10:48 a.m. William MacDonald moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. Kevin Matheson seconded the motion. Motion carried. The topic of the session was review of employee incident reports (medical, non-medical, near miss) as tracked by the University Police and Safety Office, and review of the 3rd party reports as tracked by Jennifer Baker. The date range for the employee incident reports was January 26, 2007 thru April 13, 2007. The 3rd party incident reports date range was January 26, 2007 through April 13, 2007. By law the executive session was recorded.

Sheri Anderson Moved to close the executive session, William MacDonald seconded the motion. Motion carried. Executive Session ended at 10:55 a.m.

- 7. Future meeting schedule.**
Proposed 2007 meeting schedule
July 25, 2007, 10:00 a.m., Blue Conference Room, Thorson Maintenance.
- 8. Adjournment**
Meeting adjourned at 11:01 a.m.

Respectfully submitted,

Stephanie Wegner
Administrative Assistant