

NDSU Loss Control Committee

Minutes - Approved 07/18/2006

Date: April 26, 2006, 2:00 p.m.

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

1. Call to order and attendance

The meeting was called to order at 2:00 P.M. by Jolean Pederson, Chair

Voting Members Present:

Stacey Winter, Michael Harwood (alternate for Janna Stoskopf), Tom Lewis (acting alternate for Bruce Bollinger), Joan Chapek (alternate for Bruce Frantz), William MacDonald, Jolean Pederson, Chair, Sheri Anderson, Dave Wahlberg

Voting Members Absent:

Rick Johnson, Roy Laframboise, Marilyn Koehlmoos, Broc Lietz, Josh Hemingway

Ex-Officio Members Present:

Gina Haugen (alternate for Broc Lietz, Interim NDSU Risk Management Coordinator), Jolean Pederson, Mike Borr, William Vandal, Stephanie Wegner

Ex-Officio Members Absent:

Ted Jirik

2. Introduction of visitors

There were no visitors at this meeting. There were some new alternates present and introductions were made.

3. Review and approval of February 22, 2006 minutes

Jolean Pederson asked for changes and/or corrections to the minutes of the February 22, 2006 meeting. William MacDonald noted that his correct title is Captain of University Police and not Chief. No other corrections were noted. Dave Wahlberg moved to accept the minutes with the noted correction. William MacDonald seconded the motion. Motion passed.

4. Review of unfinished business

• Standing Committee Reports

Forestry - Roy Laframboise was unable to attend the meeting, but did provide a report of recent ND Forest Service activities. (see URL: <http://facilities-mgmt.ndsu>).

nodak.edu/oseh/LCC_Minutes/Lcc_Minutes.htm for a complete copy of the North Dakota Forest Service report to the Loss Control Committee). Recent activities included a day long training session for all part-time employees, all part-time employees that will be operating tractors, training for employees working with tying, strapping machines and pneumatic staplers. Material Safety Data Sheets were recently updated. Safe operating procedures were developed and posted for chainsaws, weed-eaters, riding lawn movers, and walking lawn mowers.

Agriculture - Tom Lewis did not have a report.

Public Health and Safety - Jolean Pederson updated the committee on work being done for pandemic preparedness. A table top exercise was recently conducted. Representatives from NDSU, the City of Fargo, and Cass County participated in the exercise. The results of the table top exercise indicated that there is still work needed for disaster preparedness. A Crisis Management Team at NDSU needs to be formed.

Training in the NIMS (National Incident Management Systems) will be necessary for decision makers at NDSU. This training is offered through Homeland Security and is required to participate in any Homeland Security grant requests.

NDSU had received a request from a nursing home to use NDSU facilities in the wake of a disaster. Mutual Aid Agreements will be needed for the request to move forward.

Jolean reported that the Emergency Management Program is close to being completed.

Recent work in NDSU Policy 107 has been finalized. The policy change made was to allow an exemption for agriculture purposes for workers 16 years of age and over to drive State Fleet Vehicles. The policy previously stated that employees needed to be 18 years of age to operate state owned vehicles.

The records retention policy needs to be revised. Currently the retention schedule resides within the policy. The schedule needs to be removed from the policy to allow updates to take place as needed without processing changes thru the policy committee. The records retention schedule is part of the Risk Management Program discount application.

Jolean mentioned the need for vehicle use agreements for leased vehicles. Currently, there is no agreement in place for leased vehicles being used at NDSU.

Jolean is working on updating IACUC forms.

NDSU is working on the creation of an Accident Review Board and Jolean is also working on information for the Wellness Program.

Environmental Health and Safety - Mike Borr reported on the progress being made with inspection and repair of fume hoods. The hood checks are being conducted by Ted Jirik.

Safety Reps and Training - Marilyn Koehlmoos was not at the meeting. Marilyn did provide handouts for the meeting.

Copies of the Safety Gazette newsletter were distributed to the Committee. Marilyn also provided information on the recent Staff Senate Smoking Survey. It is unknown at this time what changes will be made as a result of this survey.

The Designated Medical Provider and Annual Notice of Risk Management Policies form was recently mailed to all current benefitted employees. Due to a recent policy change regarding Criminal Disclosure, all current employees are being required to complete the disclosure form and return the form along with the DMP form. The Criminal Disclosure form will be retained in the employee's personnel file.

CoOP/LDRPS - Bill Vandal reported that both projects are on hold. The Emergency Management Program continues to work on the DRU (Disaster Resistant University) program. Most of the data collected through the DRU can be applied to the LDRPS/CoOP programs.

Inspections will be conducted in the month of June at the Research Extension Centers. The hope is that next year the Research Centers will conduct their own inspections as well as start safety committees.

The annual e-mail notification was recently sent to all faculty and staff regarding building inspections of the main campus. The e-mail included a list of common violations with recommendations that all coffee pots have a 2-hour shut-off feature and all oral medications need to be removed from first-aid kits. Inspections were started in January and will continue throughout the year. John Arens, Fargo Fire Department Inspector, continues to comment on how things continue to improve from year to year.

Insurance and Service Contracts - Stacey Winter reported that an update of all Time and Materials Contracts is currently being conducted. Updated insurance certificates are being obtained for all off-campus vendors. The State has recently changed the procurement card vendor and all cards for the campus will need to be updated by August 2006.

Personal Safety and Security - William MacDonald reported that all NDSU Police Officers were sworn in with the City of Fargo on Thursday, March 2 under the updated Memorandum of Understanding between NDSU and the City of Fargo. The Memorandum of Understanding gives NDSU Police jurisdiction within the Fargo City Limits.

All responsibility reviews have been completed.

The University Police Policy Manual has been updated and is in the process of being approved.

The 2003 and 2004 statistics for the Clery Act were recently reviewed for accuracy. The 2005 Clery Act statistics have been finalized at the University Police level and will be incorporated with the Student Life statistics for publication. Current copies of the Personal Safety and Security brochure have been sent to contributing departments for review and updates. Once final approval has been obtained, the brochure for the 2006-2007 will be published. It is anticipated that the brochure will be ready by mid-summer.

A committee was formed to review the procedures for creating and distributing the "security alerts" on campus. Faculty, staff, and student listservs were added to the distribution list and a policy was created to set up a review of the "security alerts" prior to distribution and for follow-up afterwards if necessary.

Work has been started on updating the Communication Call Center Policy Manual.

University Police is anticipating a move to the Auxiliary Enterprises building sometime this spring.

Facility Use Agreements - Janna Stoskopf was unable to attend the meeting and alternate, Michael Harwood did not have a report.. This report was tabled to the next meeting. Jolean Pederson did state that Janna and Ray Boyer are continuing their work on Facility Use Agreements.

Other Old Business - No other old business was discussed.

5. New Business -

Review of Risk Management Bulletin. Copies of the Risk Management Bulletin were distributed for the committee's review. Any comments or questions can be directed to either Jolean Pederson or Marilyn Koehlmoos regarding the Bulletin. Diane Waliser has recently accepted a position at Risk Management as the contact for NDSU.

Report on Procurement Standards and Management of Contractual Risk. Stacey Winter reported that agreements for software are not being done at the state level.

Records Retention Schedule. Jolean Pederson reported on the Records Retention Schedule and is noted above in these minutes.

Report on Annual Safety Notice. This report was given by Bill Vandal and is recorded earlier in these minutes.

Review of Annual DMP/RM/Criminal Disclosure Notice. This report was given prior and is recorded earlier in these minutes.

6. Review of incidents/accidents - Jolean Pederson called for a motion to go into executive

session. At 2:40 p.m. Joan Chapek moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. Sheri Anderson seconded the motion, motion passed. 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 1, 2006 through April 24, 2006. The 3rd party incident reports date range was January 1, 2006 thru April 21, 2006. By law the executive session was recorded.

Executive Session ended at 3:00 p.m.

7. Future meeting Schedule

Proposed 2006 meeting schedule

July 19, 2006

October 19, 2006

8. Adjournment

William MacDonald moved to adjourn the meeting. Dave Wahlberg seconded the motion. Meeting adjourned at 3:02 p.m.

Respectfully submitted,

Stephanie Wegner
Administrative Assistant