

NDSU Loss Control Committee

Minutes

Date: May 21, 2003, 2:30 PM

Place: Physical Plant Conference Room, Thorson Maintenance Center

Members Present:

Tom Akers, Steve Dixon, Rick Johnson Janna Mausolf, Ray Boyer, Roy LaFramboise, Kevin Matheson (alternate for Bruce Bollinger)

Members Absent:

Bruce Frantz

1. Call to order and attendance

The meeting was called to order at 2:30 PM by Ray Boyer, Chair

2. Introduction of visitors

Marilyn Koehlmoos, Claims Management Coordinator; William Diamanti, Hazardous Materials Safety Officer; Stephanie Wegner, Administrative Assistant.

3. Review and approval of December 18, 2002 minutes.

Ray Boyer asked for changes and/or corrections to the minutes of the December 18, 2002 meeting. No changes or corrections were noted, a motion was made by Rick Johnson to approve the minutes as submitted and seconded by Janna Mausolf. Approved by unanimous vote of members present.

4. Review of unfinished business

OSEH update

Ray Boyer updated the committee members on streamlining procedures in the OSEH Office. Ray indicated Stephanie Wegner had been hired as the new Administrative Assistant. The emphasis of Steve Dixon's position is now directed toward training which he will provide across a wide spectrum of topics. Steve Dixon will also be assuming the duty of Fire/Building Inspections, which have been done by William Diamanti. Marilyn Koehlmoos is working entirely with Risk Management, providing service to the NDSU community for Workforce Safety and Insurance and Third-Party claims processing.

Alternate identification for meeting attendance

Committee members were reminded of the need to identify an alternate to act on their behalf at the Loss Control Committee meetings.

EPA Self-Audits

Rick Johnson handed out materials regarding the EPA Self-audits. Due to the lengthy agenda of the May 21, 2003 meeting, it was decided to table discussion of this item until the next Loss Control Committee meeting on June 25, 2003.

5. New Business

Discount Program Applications

Ray Boyer handed out copies of the discount program applications for the Workforce Safety and Insurance Premium and Risk Management Program. The Risk Management Division has implemented a policy of naming four Designated Medical Providers (DMP's) for the State of North Dakota. MeritCare Occupational Health will be the sole DMP for the Fargo area. Steve Dixon mentioned that employees can still designate their own medical provider prior to injury.

The billing itemization for Workers Compensation deductible for the period of 01/01/03 to 03/31/03 was distributed. NDSU will receive a discounted deductible if employees use MeritCare Occupational Health as their DMP. After business hours and emergency room visits will be billed at the regular deductible rate.

C Annual Review of the Emergency Response Plan (Continuum of Operations Plan)

The revised Emergency Response Plan (Continuum of Operations Plan) was reviewed by the committee. The plan is now a combination of the prior emergency plan, the revised NDSU Policy 164 and the draft of the NDSU CoOP and is available on the NDSU OSEH website. All NDSU departments will be asked to develop continuum plans for their areas. Roy LaFramboise indicated the North Dakota Forest Service is in the process of developing a plan that will incorporate the specialized services their area provides.

A motion was called for that the minutes reflect the Loss Control Committee has reviewed the Emergency Response Plan. Janna Mausolf moved to have the minutes reflect the review, Tom Akers seconded the motion. Motion passed unanimously.

C Annual Review of the Records Retention policy

The Records Retention policy was distributed and reviewed by the committee. Roy LaFrambois moved to have the minutes reflect this review, Steve Dixon seconded the motion. Motion passed unanimously.

C Annual Review of Facility Inspections

William Diamanti passed around the Facility Inspection reports for 2001-2002 and current 2002-2003 fiscal years. Discussion followed on how procedures were handled for insuring compliance with needed repairs/corrections. A motion was called for by Steve Dixon to have the minutes reflect the annual review of facility

inspection reports, motion seconded by Roy LaFramboise and passed unanimously.

C Other Business

The Risk Management Division is now requiring documentation of the receipt by all employees of the “Annual notice of policies covered under the North Dakota Risk Management Program”. Discussion followed on the implementation of this requirement.

6. Future meeting schedule

The next Loss Control Committee meeting is scheduled for June 25, 2003, 2:30 PM in the Physical Plant Conference Room.

7. Review of incidents/accident reports.

Tabled until the June 25, 2003 meeting.

8. Adjournment

The meeting was adjourned at 3:48 PM.

Respectfully submitted,

Stephanie Wegner
Administrative Assistant