

NDSU Loss Control Committee

Minutes - Approved October 19, 2005

Date: June 15, 2005, 2:00 p.m.

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

1. Call to order and attendance

The meeting was called to order at 2:05 P.M. by Ray Boyer, Chair

- **Voting Members Present:**

Ray Boyer, David Wahlberg, Roy Laframboise, Janna Stoskopf, Stacey Winter (alternate for Tom Akers), Bruce Frantz, Rick Johnson, Kevin Matheson (alternate for Bruce Bollinger), Colette Erickson (alternate for Broc Lietz), Virgil Mueller, Marilyn Koehlmoos

- **Voting Members Absent:**

Josh Hemingway, Yvette Halverson

- **Ex-Officio Members Present:**

William Vandal, Jolean Pederson, Stephanie Wegner, Gina Haugen (alternate for Richard Rayl)

- **Ex-Officio Members Absent:**

None

2. Introduction of visitors

There were no visitors at the June 15, 2005 meeting.

3. Review and approval of March 23, 2005 minutes

Ray Boyer asked for changes and/or corrections to the minutes of the March 23, 2005 meeting. Bruce Frantz moved to accept the minutes as submitted, David Wahlberg seconded the motion. Motion passed.

4. Review of unfinished business

- Discount Application Review.

Copies of the Risk Management Fund Contribution Discount Program Application and the Risk Management Workers Compensation Premium Discount Application were distributed to the membership.

Workers Compensation Premium Discount Application

< Items #6 and #10 Workers Compensation Application and #9 of the Risk Management Fund Contribution-- all three are check marked indicating compliance with program requirements. *The Designated Medical Provider /Annual Notice of Policies Covered under the ND RMP* form fulfills the requirement for the three noted items on the applications. The return rate for the 2004 mailing was approximately 90% of the full-

time benefitted NDSU employees. Time slip employees (i.e. students) receive the form annually at the time of their re-hiring process. New part-time and full-time employees receive the form at the time they process payroll paperwork. The initial payroll paperwork is now being generated at the department level.

- < Item #8–Investigations. Investigations of all accidents and “Near misses/incidents” are investigated by the Office of Safety and Environmental Health. Incidents are investigated by both the employee’s supervisor and by Marilyn Koehlmoos, Office of Safety and Environmental Health. Any third party claims are also investigated by Marilyn Koehlmoos.

Risk Management Fund Contribution Discount Program Application

- < Item #1–The NDSU Loss Control Committee reviews the incident loss run reports as generated by Risk Management and reported incidents as generated by the OSEH from a database the office maintains in Executive Session. Discussion regarding the Loss Control Committee reviewing all of the forms generated by incidents/claims followed. Roy Laframboise moved to have the minutes reflect the NDSU Loss Control Committee review of incident/accident reports as being in compliance with Item #1 of the Discount Program Application. Bruce Frantz seconded the motion. Motion passed.
- < Item #7–Annual Building Inspections. This item was checked as being in compliance with Risk Management requirements. NDSU, thru the Office of Safety and Environmental Health, conducts building inspections of facilities. Currently, the fire inspections are being conducted with John Arens, Fargo Fire Department. Building inspections are being conducted at the same time. Annual building inspections will be done by William Vandal, Office of Safety and Environmental Health. Documentation of the inspection and violation notices are being sent to the responsible departments. Departments have 30 days to reply with corrective action taken and/or reason for not taking corrective action.
- < Item #7B–Compliance on flammables, microwaves, refrigerators, small appliances, heaters, etc. in the workplace. An e-mail notification of upcoming building inspections was sent by William Vandal to all employees. Currently, policy regarding items listed in 7B does not exist. Discussion regarding the creation of said policy followed. The building inspection process records violations of improper hazardous material storage and/or appliance problems with notification to responsible department heads. David Wahlberg moved to accept Item #7B as being in compliance with Risk Management requirements. Bruce Frantz seconded the motion. Motion passed.
- < Item #8–Record Retention Policy. The current NDSU Record Retention Policy is maintained by the Internal Auditor at NDSU. The policy needs to be thoroughly reviewed and updated. Rick Johnson moved to accept the Record Retention Policy as it currently stands for the 2005 Risk Management Fund Contribution Discount Program Application. Roy Laframboise seconded the motion. Motion passed.
- < Item #10–Annual Risk Management Seminar. Representatives of the NDSU Loss Control Committee do attend the annual Risk Management Seminar. The Discount Application forms for both the Workers Compensation and Risk Management Programs were delivered at the time of the seminar. The minutes of the Loss Control Committee meetings will be submitted after today’s meeting to the ND Risk Management offices

- **Update on LCC membership**

- < Student representation on the Loss Control Committee. This item was introduced and tabled at the April 14, 2004 Loss Control Committee meeting. Further discussion regarding student representation on the Loss Control Committee included the changing role between universities and the students. The Office of Safety and Environmental Health may not be able to entirely fill the need that exists regarding student liability/student organization liability. Currently, there exists a check list student organizations use regarding risk management issues and contracts. Janna Stoskopf was asked to visit with Nona Wood, Associate Director, Student Rights and Responsibilities regarding Nona's recent attendance at a seminar/conference regarding student responsibility and risk management issues. Janna indicated she would report back to the committee regarding their discussion.

Virgil Mueller was asked to name an alternate to the Loss Control Committee. Yvette Halverson has left NDSU, Sheri Anderson, alternate for Research Technology, will be seeking a replacement. Academic Affairs/ITS representation remains open.

- **Sub-committee reports**

Forestry - Roy Laframboise reported that training has been conducted for their part-time help and included both the Towner and Bottineau sites. The training was a day long session and included defensive driving training, severe weather and alert radio training, and pesticide certification. Building inspections are being conducted to include eye wash stations, electrical updates, safety and security lights. The State Fire Marshall completed a fire inspection on June 15, 2005. MSDS' have been compiled and are available. Building inspection reports will be completed and submitted to the Office of Safety and Environmental Health.

Agriculture - Kevin Matheson. No activity report.

Public Health - Jolean Pederson. Reported that she is continuing to work with Workforce Safety and Insurance on an audit of NDSU's rate classes. Questions on the time slip employees and their actual job duties are being raised. Contact with respective departments will be needed to identify job duties and to determine proper rate classes.

NDSU Emergency Response Plan. Jolean is updating the current plan to incorporate a section dealing with Public Health Issues, Sheltering in Place, Critical Incident Program. Jolean is working with Fargo/Cass Public Health on public health issues. Work in this area is a work in progress.

IACUC. Jolean is continuing to work on the Occupational Health Guidelines. The use of the Hazard Assessment and Health Assessment Forms has been questioned by IACUC. The committee feels the cost to the department will create a burden. Jolean researched the forms and the processes with another university and received indication that our program was appropriate and met the requirements. For now, NDSU will continue with the plan as written.

Ergonomic Assessments. Assessments continue on a regular basis.

CERT Training. This training was a success. The State Core Council Committee for the CERT Program gave the green light for NDSU to be called the Campus Emergency Response Team. The NDSU Team makes up almost half of all the CERT volunteers in Cass County.

NDSU will be participating in the State Wellness Program that will provide a discount on our per person premium with BC/BS. The initial part of the program was to designate a Coordinator and commit to an active Wellness Program. More details on this program will follow. Jolean Pederson has been designated as the Coordinator by NDSU's President, Joseph A. Chapman.

Environmental Health - Ray E. Boyer. Ray reported that the Environmental Health Coordinator position is currently vacant. Ted Jirik had been working with OSEH for the past year and has agreed to work with the office in this capacity until filled. Ted's qualifications include a chemical engineering degree and a masters in mechanical engineering with an industrial safety emphasis. Ted has been conducting fume hood inspections and documenting fume hood deficiencies.

Gary Stolzenberg has agreed to accept the role of Radiation Safety Officer on a temporary basis. The response to the Radiation Safety Audit conducted by the ND Department of Health in March 2005 will be drafted by Gary Stolzenberg.

The Lab and Chemical Safety Committee is gathering information regarding chemical issues on the NDSU Campus and how they relate to the new Hazardous Chemical Handling Facility which received legislative approval in 2005. Bruce Frantz is heading up the building committee membership and planning. Ground breaking for this building is anticipated in the Spring of 2006. The building will be the receiving center for all chemicals, pesticides, and herbicides on the NDSU campus.

Safety Reps and Training - Marilyn Koehlmoos. Marilyn reported that training documentation is being received from the ND Forest Service, Dickinson Research Extension Center and the Carrington Research Extension Center. Baseline Safety Training was suspended during the month of June 2005, but will start up again in July and continue throughout the year.

CoOP/LDRPS - Gina Haugen. Gina reported that with the implementation of the PeopleSoft System, employee information has been downloaded into the LDRPS. Vendor information will be downloaded next. Asset notification is now needed. Each position on the NDSU campus will to be defined regarding assets needed to continue operations in the event of a disaster. The Business and Finance area has been completed. A committee will be formed to help coordinate information input.

Insurance and Service Contracts - Stacy Winter, alternate for Tom Akers. No report available.

Personal Safety and Security – Virgil Mueller. Virgil was named interim Chief of the NDSU Police Department in November 2004. The department has had three vacancies since November with two of the vacancies being recently filled. Michael Sanden and Vicky Berg have joined the police force. The department is now on target with programming plans for students starting with the Fall Semester 2005. The remaining position open is a full-time administrative support position.

Virgil reported the police department is anticipating a move to the Auxiliary Enterprises building. Virgil also reported that a new program is planned to be implemented involving an intra-operable radio system. This system is a digital high-frequency radio system which will

be used by the police departments in Fargo, West Fargo, Dilworth, Moorhead, and NDSU as well as fire departments and sheriff's departments in the surrounding area. The system will allow for a collective response to major events.

Police department policy changes include the cessation of transporting injured people as well as the transport of disabled students on campus.

The police department is looking to implement some safety programs this fall to include bike safety (use of sidewalks, running stop signs) and alcohol awareness.

The police department participated in the Regional Law Enforcement Training which was attended by 135 law enforcement representatives from the surrounding area.

Virgil Mueller requested the OSEH assistance in addressing street crossing issues from the AD Lot on University Drive to the main campus. The Upper Great Plains Transportation Institute will be contacted for their input regarding this situation.

Facilities Use Agreements - Janna Stoskopf. Janna reported that work will be commencing this month on Facility Use Agreements to include risk management issues. Proper signage for events will be included in the agreement.

- **Other old business**

Sub-Committee Meeting/Minutes/Reports. Ray Boyer will be meeting with members of the Loss Control Committee to set goals for Sub-Committees. Sub-committee reports will be needed from out-state areas. There is much work that is needed from this section of campus regarding risk management issues.

State Risk Management Seminar. Ray Boyer and Jolean Pederson attended the Risk Management Seminar this past April in Bismarck. Seminar topics included: discount application process; review/critique of Loss Control Committee work. It is possible that an audit, or self-audit, may need to be conducted. The Risk Management Division has implemented an on-line reporting process for Workforce Safety and Insurance and general liability incident reporting. General liability reporting may be required at a 90% rate for incident reporting within 24 hours. NDSU and UND will be allowed to remain as the reporting offices for incidents due to the size of the campus population.

First Aid Kit: Oral Medications. Work is continuing, but is not complete.

WSI Audit. Reported by Jolean Pederson in her Standing Committee Report.

Pollution Liability Review. Report was completed and submitted to Risk Management on NDSU's response to pollution and chemical, radioactive material, and biohazard spills.

5. Review of incidents/accidents.

Ray Boyer called for a motion to go into executive session. At 3:43 p.m. Bruce Frantz moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. Roy Laframboise 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 April 22, 2005 thru June 14, 2005. The 3rd party incident reports date range was also April 22, 2005 thru June 14, 2005. By law the executive session was recorded.

Executive Session ended at 3:55 p.m.

6. Future meeting schedule: 2005-2006

- 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, Roy Laframboise seconded the motion ~~m~~ o t i o n carried.

The meeting was adjourned at 3:57 p.m.

Respectfully submitted,

Stephanie Wegner
Recording Secretary