

NDSU Loss Control Committee

Minutes - Approved 10/17/2007

Date: July 25, 2007, 10:00 a.m.

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), Jennifer Baker, William MacDonald, Lois Christianson (alternate for Rick Johnson), Stacey Winter, Kevin Matheson (alternate for Bruce Bollinger), Shauna Sykora (acting alternate for Sheri Anderson), Tom Claeys, Broc Lietz, David Wahlberg, Kevin Schindlbeck (alternate for Bruce Frantz)

Voting Members Absent:

Josh Hemingway, Janna Stoskopf, Ray Boyer

Ex-Officio Members Present:

Gina Haugen (alternate for John Adams), Mike Borr

Ex-Officio Members Absent:

Ted Jirik

2. Introduction of visitors

Shauna Sykora was introduced as acting alternate for Sheri Anderson (Research Technology). Committee members present introduced themselves to Shauna.

3. Review and approval of April 25, 2007 minutes

Jolean Pederson asked for changes and/or corrections to the minutes of the April 25, 2007 meeting. One correction was noted that Gina Haugen was listed as a Voting Member and as a Ex-Officio Member. Gina Haugen will be removed from the Voting Member list of members present in the minutes of the April 25, 2007 meeting. Broc Lietz moved to approve the Minutes with the above noted correction. David Wahlberg seconded the motion. Motion carried.

4. Review of unfinished business

- **Standing Committee Reports**

Forestry - Tom Claeys distributed copies of the North Dakota Service Report on their recent activities, which included:

- A brief overview of topics covered at the July 17, 2007 meeting of the North Dakota Forest Service Safety and Risk management Team.
- Baseline Training will be conducted on-line by individual staff members. Some teams have downloaded the course and have done or will do the training as part of a team meeting.
- An ATV training session was held by the North Dakota Parks and Recreation Department in Towner for the North Dakota Forest Service employees. The training consisted of classroom and field sections. Recertification and refresher training was discussed.
- As noted in prior Minutes, the Bismarck Field Office was going to move to a new building in December 2007. The date was moved up and the move was performed by North Dakota Forest Service Staff with no injuries or damage to personnel, building, or any furniture. A safety session was held prior to the move.
- The next North Dakota Forest Service Safety and Risk Management Team meeting is scheduled for October 17, 2007 at the Lisbon Field Office. The meeting will include a safety inspection of facilities.
- The minutes of the July 17, 2007 meeting will be reconfigured per North Dakota Risk Management.

Agriculture - Kevin Matheson did not have a report on recent activities. Discussion followed regarding recent inspections conducted by the Safety Office at the Prosper, and Absaraka sites. The Safety Office will not be conducting the inspections this year for the western part of the state. Individual sites will be doing a self-inspection. The reports need to be submitted to the Safety Office by the end of December 2007.

Environmental Health and Safety - Mike Borr reported that the asbestos survey is continuing. The main focus is academic buildings and should be completed prior to the start of the Fall 2007 semester. It is anticipated that the entire survey will be completed by the end of December 2007.

The Storm Water project is in the fifth year of a 5-year permit. NDSU will be using the Fargo ordinances for permitting on campus. There is additional discharge from the Heating Plant ash pit, which may require an additional permit.

Bids have been received for the radioactive waste disposal and are being reviewed. The last radioactive waste disposal was done in 2005.

The Laboratory and Chemical Safety Committee has approved an on-line training module for Lab and Chemical Safety Training. The modules will be soon be available on the Safety Office website.

Public Health and Safety - Jolean Pederson informed the committee that the Safety Office has received notice from Risk Management that we qualified for a 12.5% out of a potential 16% discount. Items noted as discrepancies are the Records Retention Policy, Notice of Contractual Procedures, and the lack of a policy on the use of flammable equipment (i.e. coffee makers, microwaves) on the NDSU campus.

The NDSU Accident Review Board had its first meeting on July 10th. The committee reviewed accident reports and discussed options for supervisor notifications.

The payroll report has been submitted to ConnectND for the annual Worker's Compensation premium discount. The deadline for the report is July 31, 2007 and will result in a 50% premium dividend if received by that date.

The Safety Office has been notified that the Experience Rate for the 2007-08 fiscal year is a 2% discount.

The Wellness Program is moving forward. Participation in this program provides a discount in the Blue Cross/Blue Shield premium paid by the University.

Jolean reported that she will be meeting this afternoon with representatives from the City of Fargo and Minnesota State University Moorhead on the pandemic plan.

Ergonomic evaluations are continuing on campus.

Loss Control - Jennifer Baker reported that 90% of the Notice of Risk Management Policies/Designated Medical Provider forms have been returned to the Safety Office.

Supervisor Safety Training and Baseline Safety Training will start up again in August. Jennifer reported that some departmental training sessions have been conducted and that these will continue to be done as requests are made.

The dates noted on the Worker's Compensation and Tort Liability reports are incorrect. The incident date range in the report is correct, but the title on the report is incorrect.

Insurance and Service Contracts - Stacey Winter reported that a language change in the Contracts will be done by the August 1, 2007 deadline. The changes have been made and the final draft is being reviewed by Rick Johnson, General Counsel.

Personal Safety and Security - William MacDonald reported that an updated alarm response procedure has been completed for the Varsity Mart.

A teletype has been recently installed at the University Police office.

The Safety and Security brochures have been approved and that a Request for Bids has been sent out for the printing of the brochures.

Two officers, Sergeant Michael Sanden and Officer Jim Brun have completed a two week weapons instructors school.

Facilities Management - Kevin Schindlbeck did not have a report.

Athletics - No report

Research Technology - Acting alternate, Shauna Sykora did not have a report.

Human Resources - Broc Lietz reported that efforts are continuing on the Security Breach. There have been three claims submitted to Risk Management, but none of the claims have been substantiated.

Student Affairs - No report.

Other Old Business - No other old business was discussed.

5. New Business -

Review of Risk Management Bulletin. The bulletin has not received from Risk Management in Bismarck. The review was tabled to the next meeting.

Inspections. Bill Vandal reported that a Defensive Driving Course was conducted on June 16, 2007. Seventeen NDSU employees participated in the training. Due to room availability, the next session will be conducted either prior to the start of the academic year or during the December holiday break.

The annual check of fire extinguishers are nearly complete. Due to a change in the International Fire Code, extinguishers manufactured prior to 1984 will be need to be replaced. A fire extinguisher manufactured prior to 1984 that is within the 6 year hydro test period will be allowed to remain in service until the end of the 6 year period.

The building inspections conducted with the Fargo Fire Department are complete. The remaining buildings are being inspected by the Safety Office.

Fire drills in buildings with Class "A" occupancy will be conducted between August 6 and 17, 2007.

Procurement Policy - Stacey Winter's report is contained in these minutes as noted above.

Homeland Security Regulations - Mike Borr indicated Homeland Security is implementing a new regulation regarding security of certain types of materials. The regulation has not been finalized, but may affect universities. The regulation, which may be finalized within the next couple of months, may require an inventory of said materials be submitted to Homeland Security.

- 6. Review of incidents/accidents** - Jolean Pederson called for a motion to go into executive session. At 10:34 a.m. William MacDonald moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. Lois Christianson 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 April 25, 2007 thru July 20, 2007. The 3rd party incident reports date range was April 25, 2007 through July 20, 2007. By law the executive session was recorded.

Executive Session ended at 10:37 a.m.

- 7. Future meeting Schedule**
Proposed 2007 meeting schedule.
October 17, 2007, 10:00 a.m.

- 8. Adjournment**
Meeting adjourned at 10:50 a.m.

Respectfully submitted,

Stephanie Wegner
Administrative Assistant