

## **NDSU Loss Control Committee**

Minutes – Approved January 26, 2005

**Date:** September 15, 2004, 2:30 p.m.

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

### **1. Call to order and attendance**

The meeting was called to order at 2:32 P.M. by Ray Boyer, Chair

- **Voting Members Present:**

Roy Laframboise, Kevin Matheson (alternate for Bruce Bollinger) Colette Erickson (acting alternate for Broc Lietz), Josh Hemingway, Rick Johnson, Marilyn Koehlmoos, Bruce Frantz, Ray Boyer.

- **Voting Members Absent:**

Janna Stoskopf, Tom Akers, David Wahlberg, Tim Lee

- **Ex-Officio Members Present:**

Gina Haugen, Stephanie Wegner

- **Ex-Officio Members Absent:**

William Diamanti, Jolean Pederson

### **2. Introduction of visitors**

Josh Hemingway was introduced as the representative from Athletics.

### **3. Review and approval of June 16, 2004 minutes**

Ray Boyer asked for changes and/or corrections to the minutes of the June 16, 2004 meeting. Rick Johnson moved to accept the minutes as submitted. Bruce Frantz seconded the motion. Motion passed.

### **4. Review of incidents and accidents**

For the benefit of the new members/alternates/visitors, a brief description of the purpose for going in to executive session was presented by Ray Boyer.

Ray Boyer called for a motion to go into executive session. Roy Laframboise moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. Marilyn

Koehlmoos 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 3<sup>rd</sup> party reports as tracked by Marilyn Koehlmoos. The date range for the employee incident reports was June 16, 2004 (date of the last Loss Control Committee meeting). The 3<sup>rd</sup> party incident reports date range was January 1, 2004 thru September 15, 2004. By law the executive session was recorded.

Executive session was closed at 3:22 p.m.

## **5. Review of unfinished business**

- **Update on LCC membership**

As stated above under 'Introduction of Visitors', Josh Hemingway has been identified by Athletics as their representative to the Loss Control Committee. Broc Lietz has identified Sandra Holbrook as his alternate, but would also like Colette Erickson to represent Human Resources/EEO as alternate. Tim Lee still needs to name an alternate. Representation from Academic Affairs/ITS and Research Technology remains open.

- **Sub-committee reports**

**Forestry** - Roy Laframboise. Roy Laframboise distributed a copy of the minutes from the August 19, 2004 Team Meeting. The membership of the North Dakota Forest Service Team Meeting consists of representatives from each of the Forest Service offices. A copy of these minutes will be made a part of the permanent record of the Loss Control Committee minutes. The committee meets on a quarterly basis and reviews: 1) the annual checklist; 2) review of office incident reports; 3) reviews safety problems/issues for each representative office; 4) keeping track of difficult risk management issues; 5) supervisor responsibilities. It should be noted that the Risk Management Division in Bismarck has indicated the Forest Service is doing an excellent job with their Safety Program.

**Agriculture** - Kevin Matheson. No report. Ray Boyer indicated that the work on CDL guideline compliance for Agriculture employees is continuing but is not finalized at this point.

**Public Health** - Jolean Pederson. Jolean was absent, but did provide an update of her activities which was presented by Stephanie Wegner. Jolean's report included: 1) Physical Demands report. This is a computer generated tool to identify specific requirements for an employment position (i.e. sitting, standing, lifting) and will become part of specific position description; 2) Ergonomics and Supervisor Safety Training sessions have been held; 3) the update of the NDSU Risk Management Program is continuing. This will be made available to all employees in hard copy format when

finalized. 4) A Supervisor Investigation Report Form for Substance Abuse is being worked on for placement on the NDSU website; 5) the Office of Safety and Environmental Health has added information on infectious and communicable diseases and will continue to keep this updated as issues arise.

Ray Boyer updated the committee on the approval of a new position in the Office of Safety and Environmental Health. Jolean Pederson will be working very closely with IACUC and the specialized training/documentation needs of working with animals. Some of Jolean's current workload will be transferred to the new position as well as other identified duties.

**Environmental Health** - William Diamanti. William Diamanti reported that the update of the Chemical Hygiene Plan has been completed and is ready for distribution. Accompanying the Plan will be a memo highlighting items that have changed.

William Diamanti also reported that a for credit, semester long class on Lab and Chemical Safety has been approved and will be available for enrollment this coming Spring 2005 semester.

Ray Boyer reported that NDSU has been identified by the State Health Department as a Large Waste Generator of chemical waste. A recent inspection and subsequent report indicates deficiencies at NDSU as a large waste generator. These deficiencies will be addressed and responded to in written form.

**Safety Reps and Training** - Marilyn Koehlmoos. Marilyn reported that a database for the 3<sup>rd</sup> party incidents will be created.

Marilyn also reported that a Worker's Compensation Guidebook of forms and processes was distributed to the out-state offices to clarify the reporting procedures on Worker's Compensation claims.

**CoOP/LDRPS** - Gina Haugen. The LDRPS software is now on the web and is ready for information input. NDSU, Minot, and UND have not been converted to ConnectND and cannot download current information to the LDRPS system. Information on business procedures and vendors will be input into LDRPS. The deadline for LDRPS input is November 30, 2004, but may be extended for the three universities not connected to PeopleSoft/ConnectND.

**Insurance and Service Contracts** - Tom Akers. Tom Akers was unable to attend the meeting. This report was tabled until the next meeting.

**Personal Safety and Security** - Tim Lee. Tim Lee was unable to attend the meeting. This report was tabled until the next meeting.

**Facilities Use Agreements** - Janna Stoskopf. Janna Stoskopf was unable to attend the meeting. This report was tabled until the next meeting.

- **Other old business**

**Discount Application.** Ray Boyer reported that OMB/Risk Management Division awarded NDSU a 9% discount for 2004-2005. The largest discount achievable is 10%. The 1% reduction is due to the current NDSU Record Retention Plan.

**Sub-Committee Meeting/Minutes/Reports.** There were no sub-committee reports.

## 6. New Business

- **Assignment to report committees listed above of goals for 2004-05 and requirements for these sub-committees to meet, provide minutes and reports to NDSU Loss Control Committee.** Ray Boyer stated the Safety Office will be meeting with each of the Loss Control Committee members to talk about sub-committee needs.
- **Commercial Driver's Licenses (CDL's): Agriculture** Discussion of CDL requirements for Agriculture followed. Identified CDL holders will be placed in the random drug testing pool, as required by law.
- **Extension Service safety activity reports: Agriculture.** No report available.
- **Key/Card Security and Facilities Access: potential new sub-committee.** NDSU's current policy #707 which relates to keys needs to be reviewed . The current policy needs to be updated due to issues that have been identified as follows: 1) definition of security measures within individual facilities; 2) safety of personnel in facilities; 3) liability issues; 4) key managers in each building and the need for a common set of guidelines and rules; 5) student safety in buildings late at night to include potential liability issues with safety, property loss, and unauthorized personnel present in buildings.

A sub-committee will be created to review Policy #707 for revision and will provide a report to the Loss Control Committee at its next meeting.

- **Bike traffic; pedestrian right-of-way concerns: personal safety and security.** Complaints have been received about near misses between pedestrian traffic and bicycle traffic. Complaints have also been received from vehicle drivers that pedestrians are disregarding proper street crossing procedures and request the implementation of cross-walk areas for student use. Current signage on the NDSU campus indicates that pedestrians have the right-of-way and that vehicles must yield to pedestrians. Creation of cross-walk areas may deliver a mixed message that does not apply due to the current pedestrian right-of-way policy.

- **Designated Smoking Areas.** Several areas across campus are experiencing problems with cigarette smoke entering the building from air intakes and open windows. The current non-smoking policy does not address smoking in these areas, but applies only to designating buildings as non-smoking. A committee will be formed to address this issue to include representation from faculty, staff, and students.
- **Distribution of materials/signage on Campus: Facilities Use Agreements.** Currently there is no standardized process across campus for the distribution of materials or posting of signs by outside parties. Janna Stoskopf has agreed to have all requests for distributing materials or posting of signs come through her office. Ray Boyer will be contacting Janna Stoskopf for a report to be presented at the next LCC meeting.
- **Other New Business**

**NDSU Mascot.** On campus areas would like to have a live bison as NDSU's mascot. IACUC protocol approval needs to be obtained. Liability issues have been brought forward by the Risk Management Division in Bismarck which would like to be involved in this process.

- **Registered sex offender reporting requirements.** Concerns have been received regarding registered sex offenders employed by outside contractors being present on the NDSU campus and potential liability. Due to time constraints this issue was tabled to the next meeting.

- **Future meeting schedule 2004-2005**

**Wednesday, November 17, 2004, 2:30 p.m.**

- **Proposed 2004-2005 dates:**

**Wednesday, January 19, 2005**

**Wednesday, March 16, 2005**

The meeting was adjourned at 5:07 p.m.

Respectfully submitted,

Stephanie Wegner  
Administrative Assistant