

NDSU Loss Control Committee

Minutes—Approved 04/26/2006

Date: February 22, 2006, 2:00 p.m.

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

1. Call to order and attendance

Jolean Pederson, Chair, called the meeting to order at 2:02 P.M.

• Voting Members Present:

Jolean Pederson, Stacey Winter, Steve Bergeson (alternate for David Wahlberg), Janna Stoskopf, Kevin Matheson (alternate for Bruce Bollinger), Joan Chapek (alternate for Bruce Frantz), Broc Lietz, Lois Christianson (alternate for Rick Johnson), William MacDonald, Marilyn Koehlmoos

• Voting Members Absent:

Sheri Anderson, Roy Laframboise, Josh Hemingway

• Ex-Officio Members Present:

Gina Haugen.

• Ex-Officio Members Absent:

Ted Jirik, Mike Borr, William Vandal, Stephanie Wegner

2. Introductions

William MacDonald was introduced to the Committee. He is the newly appointed Captain of University Police

3. Review and approval of January 25, 2006 minutes

Jolean Pederson asked for changes and/or corrections to the minutes of the January 25, 2006 meeting. Jolean noted that on the 3rd page of the minutes under Public Health Safety Wellness Program, the statement, “NDSU will qualify for a reduction in their Workforce Safety and Insurance premiums” should read, “NDSU will qualify for a reduction in their Blue Cross/Blue Shield premiums”. Jana Stoskopf moved to approve the minutes, with the above noted correction. Kevin Matheson seconded the motion. Motion passed.

4. Review of unfinished business

• Standing Committee Reports

Forestry - Roy Laframboise was absent from today's meeting but did forward a report to Jolean Pederson. Jolean went over the report with the committee. . (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).

Agriculture - Kevin Matheson reported that there was such a short period between meetings that he did not have much to report. He did report that each of the branch stations had assigned a Safety person to represent their station. They are going to get together in the near future and set up time to report what they are doing. Re-Certification for pesticide use is coming up. This will involve everyone who works with pesticides and they will need to be re-certified. The Service Center on campus has been making safety shields for those working in the plots and in the labs. People are becoming more safety conscience. Kevin will email list of safety representative to Marilyn to ensure her mailing list is updated.

Jolean asked about the upcoming March 8th Research Extension Center conference. She told Kevin that if there was anything was brought up the IACUC or UNIVERSITY POLICE AND SAFETY OFFICE could assist with, to let the safety office know.

Public Health and Safety - Jolean Pederson stated that the Respirator Protection program has been completed. This would include training documentation and mandatory training.

The Bloodborne Pathogens and Hazard Communication programs are still being worked on.

Policy 107 5.2 Child Labor – This policy with amendments, to be consistent with current Agriculture Labor Laws, will be addressed at the Policy Coordination Committee meeting on Friday 2/24/2006. Currently, NDSU policies are stricter than the state law and affect both summer workers in the agriculture area, but also affects summer work for Facilities Management. Joan Chapek asked if Bruce Frantz had seen this revised amendment. Jolean indicated a copy had been sent to Bruce asking for feedback. Gina Haugen indicated that the President's Council would review this policy as part of the process before being approved.

Bill Vandal and Jolean have completed the policies and procedures for the wood shop for the downtown campus. They had issues regarding the number of people in the wood shop area at one time and where they can or cannot be.

Jolean is working with MeritCare regarding medical evaluation for IACUC requirements. The financial impact is a concern. According to regulations, anyone who is working with animals must have a medical evaluation. Upfront this would be very expensive, \$22-\$25 per person with approximately 60-70 individuals needing medical evaluations. Discussion is continuing regarding the requirement.

Ergonomic evaluations continue on a regular basis.

Policy 347 – addresses biosafety requirements. Mike Borr and Jolean Pederson will be named as voting members of the Institutional Biosafety Committee (IBC). Jolean will work with bloodborne pathogens and infectious disease issues. Mike will be work chemical and radiation issues.

Jolean is still working with the City of Fargo and Cass County Public Health on the pandemic plan.

Ray Boyer is working with the Human Resource Council (HRC). The university system plan is due to WSI by March 1, 2006. Collette Erickson is also working on this plan.

The LDRPS and Disaster/Emergency Plan development is going forward slowly. Bill Vandal is taking the lead on this plan.

Environmental Health and Safety - Mike Borr was unable to attend the meeting but did send highlights of what is going on in the EHS area. A brief summary of the highlights were:

- 1) Asbestos issues – There is a heightened awareness on campus. Sixteen hour training is taking place on 2/21/06 and 2/22/06 for small scale operations and maintenance on and around asbestos contain materials. This will allow a number of NDSU employees to work directly with the material as opposed to having to rely on outside contractors in an emergency.
- 2) The administrative consent agreement wording for the Reed Hall incident was finalized and we are expecting the official document from the North Dakota Department of Health soon.
- 3) The IBC is forming a subgroup to determine how best to handle all areas of responsibility (esp. bloodborne pathogens, infectious agents).
- 4) Flooding incident in Ladd Hall from distillation unit's plugged drain. Most of the damage was seen in room 304 but with the volume of water other areas were impacted as well. The water ran from 304 down the west stairwell (and some through the floor) into rooms 202, 200A and 200. It continued to find its way to lower floors. The damage decreased as the distance from 304 was increased.

Jolean indicated that everyone needs to be aware of the asbestos issues and to assume all ceiling tiles have asbestos. Kevin asked if there would be documentation somewhere. Jolean indicated that UNIVERSITY POLICE AND SAFETY OFFICE would have all the documentation for all the buildings. But just to remind everyone that before they put a nail in the wall, remove ceiling tiles, that the Safety office should be contacted.

There are 30-35 NDSU employees involved in this training which includes a hands-on module.

Safety Reps and Training - Marilyn Koehlmoos handed out the Risk Management Bulletins that are published on a quarterly basis. The bulletin contains updates and

information from Risk Management. Copies of this bulletin will be distributed at future LCC meetings.

On-line training for supervisors has been very positive. With the busy schedules of supervisors this seems to be working well. On-line Baseline Safety Training has also been very positive.

Copies of the Safety Gazette were distributed. Informed members if they had a concern they would like addressed through the Safety Gazette to please let Marilyn know.

Marilyn will be conducting departmental Baseline Safety Training starting in March. Three departments (on campus) have schedule Baseline Safety Training and one out-state training in Carrington at the end of March. Along with this training, she will include the "Summer Safety" information as well.

Marilyn asked for any updates for safety representatives. Kevin Matheson will email the safety reps for the Agriculture department.

CoOP/LDRPS. Bill was attending the Asbestos Training but did leave notes that highlight the activities.

CoOP/LDRPS: On hold until the restructuring of the University Police & Safety Department is complete. However work continues on the D.R.U. project with the academic department of Emergency Management.

Information compiled from the D.R.U. project will be used for LDRPS program.

Building inspections have started and will continue throughout the year.

Asbestos training – 16 hour course was held 2/21 and 2/22. Facilities Management, Dining Services and Residence Life were in attendance.

Research Centers will be inspected in the month of June.

Fire extinguisher annual checks will start next week – 2/27/06.

Insurance and Service Contracts - Stacey Winter reported that the Purchasing Department has applied to State Bonding Funding. The bond issued by the Fund is a fidelity bond, which covers public officials and employees for theft of money and property by public officials and employees. This will cover employees who have access to money, securities and/or property. Coverage request was for \$2 million.

Personal Safety and Security – Bill MacDonald reported that with the recent reorganization of the University Police & Safety Department that he had been named

Captain of the Police Department. He has been with NDSU for 16 years as night supervisor.

Department reorganization:

Captain

Lieutenant – which will be night supervisor

3 Sergeants

4 Patrol Officers.

Positions will be filled by internal promotion and reorganization will be in place by 7/1/06.

Currently, the University Police & Safety Office (UP & SO) is working with the City of Fargo Police Department on a Memorandum of Understanding. This agreement would give NDSU Police Officers jurisdiction within the Fargo city limit. This would allow NDSU police officers to enter the City of Fargo per investigation, etc. and legal defense could not use the defense that NDSU police officer was out of jurisdiction. This agreement has been updated and approved by the University and the city attorneys. It is scheduled to be addressed by the Fargo City Commission for approval on Monday 2/27/06.

The department is also in the process of updating the Police Department Policy and Procedures manual.

Facilities Use Agreements - Janna Stoskopf indicated “No Report”.

Other Old Business – There was no other old business.

5. **New Business** - Jolean informed the committee that the safety department would formally be called the University Police & Safety Office.

Jolean went around the table asking each member if they had anything for discussion. The members commented “No reports”.

6. **Review of incidents/accidents**

Jolean called for a motion to go into executive session. Janna Stoskopf moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. Kevin Matheson seconded the motion, motion passed.

Entered Executive Session: 2:42 pm.

The topic of the session was review of employee incident reports (medical, non-medical, near miss) as tracked by the Department of University Police & Safety and review of the 3rd party reports as tracked by Marilyn Koehlmoos. The date range for the employee

incident reports was January 1, 2006 thru February 22, 2006. The 3rd party incident reports date range was January 1, 2006 thru February 22, 2006. By law the executive session was recorded.

Executive Committee Session ended 3:07 pm.

7. Future meeting schedule - 2006 - Wednesday, April 26, 2006 and Wednesday, June 22, 2006.
6. Adjournment. Jana Stoskopf moved to adjourn the meeting, Stacy Winter seconded the motion. Motion passed. The meeting was adjourned at 3:08 p.m.

Respectfully submitted,

Marilyn Koehlmoos
Loss Control & Claims Specialist