

NDSU Loss Control Committee

Meeting Minutes

July 13th 2023 at 1:30pm

Call to order

Jen Quenette called to order the regular meeting of the Loss Control Committee at 1:31 pm via Zoom.

Attendance

Voting members present: Jennifer Quenette, Michael Kangas, Lois Christianson, Laura McDaniel, Mark Genkinger, Stacey Winter, William Vandal, Mike Ellingson, Scott Woken, Scott Payne, Kristina Astrup, Emily Frazier, Enrique Garcia, Jeff Gimbel, Mike Borr, Angela Fowler, Kyle Radke.

Voting Members Absent: Brandon Gustafson, Becky Hellman Tangen

Ex-Officio Members Present: Monty Botschner

Introductions

Minutes for the January 12, 2023 meeting were approved.

Review of unfinished business/standing committee reports

Forestry- The Forest Service held their spring safety meeting on March 9, 2023. All field offices were represented and reports were submitted by each. The committee discussed the potential for spring flooding and impacts to corresponding field offices.

The Spring wildfire season was brief and mild. The Kansas fire season started early and the Minnesota fire season was unusually severe, so the ND Forest Service fire program sent wildland fire crews and engines to Kansas and to Minnesota for extended periods under interstate agreements. All crews are back in North Dakota now and are working on completing hazardous fuels reduction projects in the ponderosa pine area of southwest North Dakota.

The agency was successful in two state priority initiative requests as part of our 2023-25 budget request: 1) The Forest Recreation Enhancement Initiative will support the agency's delivery of services to meet increasing outdoor recreation demands across the spectrum of State Forest users. 2) The Cooperative Fire Protection Initiative provides critical financial, technical and educational assistance to fire departments for wildfire prevention, suppression and mitigation.

A significant special fund adjustment was included to accommodate Infrastructure Investment and Jobs Act funding. The 2023-2025 capital plant improvement funds were approved for exterior improvements to the Bottineau Field Office and replacement a UTV and forklift at Towner State Nursery.

Agriculture- Trent Gilbery is the new Ag Facilities Director and will be sitting on the committee for the next meeting.

Environmental Health and Safety- The Safety Office completed 2,996 hazardous waste inspections resulting in 68 violations and one follow-up since last meeting. We are working on correcting deficiencies found during the state radiation safety/control program audit. NDDEQ conducted an MS4 inspection, issued no corrective actions while on site. We are currently awaiting the final report.

We are anticipating state underground storage tank and hazardous waste program inspections in the near future.

Since the last LCC meeting, eyewash/showers in Sugihara have been fixed or are significantly better. A similar fix applied to AG Hill and will be used in Peltier building. The GFCI issue in Sugihara appears to be corrected.

University Relations- University Relations works in Prairie Hall where there are some concerns with air quality. Old Main is currently having some abatement work being done; they continue with the subfloor work that is just finishing up. There has been media interest for comment from President Cook on the MN North Star Scholarship. A response is in the works.

Loss Control and Claims- Safety Trainings/Reminders: Since our last Loss Control Committee meeting, we have had a number Baseline Safety trainings (some in-person; some via Zoom) for audiences including GRAs, campus wide, Coatings and Polymeric Materials and Grounds/Landscaping.

Moving forward there will be a number of in-person department trainings set up for this fall for Dining Services, Custodial Staff, Wellness Center and the Grad School.

Baseline Safety and Supervisor Safety trainings for FY24 is available in Blackboard. With the start of the new fiscal year, please encourage your employees to complete their trainings.

We had our first a campus-wide Baseline Safety training for FY24 on Zoom yesterday, July 12th and have two more campus wide Baseline Safety trainings set for next week for the month of July (Tuesday am; Thursday pm) and I will be adding more for the months of August and September. See our Baseline Safety training website for more information.

Our office sent out some seasonal reminders recently. Our annual lawn mower safety reminder was sent out in April. A Safety Reminder about When Working Outdoors in High Heat and Humidity went out in May and well as ATV/UTV safety reminder to those departments that utilized ATVs/UTVs (May).

Incident Reporting: Please keep enforcing the 24-hour reporting – that is required per NDSU Policy.

Workers' Comp: Please keep in mind we have similar time requirements to file a workers' comp claim. Employees seeking medical attention for a work-related injury need to call me right away. **Supervisors – 1) Make sure the employee is on their way to the correct Designated Medical Provider 2) Call me to let me know and 3) Make sure your employee understands to connect with me promptly afterward their initial appointment.**

Sanford OccMed has had staffing issues and I can't rely on them to let me know one of our employees have been treated by them. We had an employee that sought medical but never reported the incident to the supervisor or me. I learned about it from workers' comp. We NEVER want that to happen. It can cause so many issues, not to mention the safety piece. It can potentially cause issues with workers' comp claims and additional costs can be applied to NDSU for filing a claim not within one business day. For the safety of the employee and others as well as keeping our work comp program running smoothly, please make sure your supervisors and employees know to let the Safety Office know immediately of the incident and if the injured worker is seeking medical care.

Reminders: We're still in the heat of summer. Make sure your employees working in the heat are: drinking adequate fluids (water/sports drinks); working shorter shifts or adjusting shift hours to avoid the highest heat of the day; knowing how to identify symptoms of heat related illnesses quickly and actions needed. UTV/ATV users – remember to slow down, follow all the safety rules and no distracted driving/riding. We had an injury case involving a UTV that was scary in terms of injuries for the worker and very costly, so please remind your employees to be careful.

Workers' Comp and Tort Liability: The two loss control reports were provided in advance for your review by email 1) workers' comp and the 2) tort. The reporting period covers the first half of the year. Slip and falls dominate our reports thanks to our winter weather. Other incidents reported were located in labs, with our animals, in classrooms, and out in the fields. The Safety Office and supervisors work to do what we can to try to mitigate the risks.

Sometimes simple safety reminders can go a long way reminding employees/students to slow down, be aware of surroundings and distractions, remember their safety trainings and proper procedures. If anyone has any paper reports, please shred them.

Insurance and Service Contracts- We are working on wrapping up fiscal year end and getting everything over to Accounting for payments. Our office is also looking at combining several of the contracts and service agreements that we have into one or two forms and hopefully get those into DocuSign. The inventory was submitted for our Ag insurance property coverage. We are also working with Facilities to get the updated buildings and contents from them for North Dakota Insurance Reserve.

Personal Safety and Security- The NDSU Police is in the process of updating their Presumptive Clause physical with the assistance of Jennifer Quenette and Christina Rodenbiker. We are considering adding a new cardiac screening to our protocol. The NDSU Police and Public Safety Officers are currently working on their annual training requirements. Bill stated this was his last LCC meeting, and his retirement is 50 days away.

Facilities Management- Peltier is moving along, steel is up, working on inside, finishings are going in, glass is going in on east and north side, project is on schedule. Some of the mechanical and electrical equipment has been delayed, some of that equipment is 70 weeks out for delivery. There is a lot of work being done on 15th Avenue. Areas from Albrecht to University are still under construction. Water lines, sewer lines, storm replacement, curb, gutter, road grades, are all being done with a tentative completion date of August 9th. There was new blacktop laid on 18th Ave. to Albrecht. Albrecht will be shut down from USDA to Newman Field for replacing some concrete, with a goal to complete before August 9th. Indoor Practice Facility with a completion date of August 1st. Air handling and chiller equipment have been delayed several times for delivery. Those will likely not be done until late August or September, assuming it arrives this month. Started programming for an engineering project. The goal is to have it fully designed, have a contractor in place, and bids completed so the bid award can be announced in June of 2025. The engineering project still needs to fundraise 25 million dollars before it can get started. Meeting with an architect to negotiate the Waldron Hall replacement. Pavek project should start in December or January as long as prices have come down; it was delayed due to funding. That project consists of taking out paneling, abatement, new lighting, new/more outlets, new flooring. This is mainly a complete refresh. The project timeframe is 18 months. Sugihara has had some warranty work done, and installation of the glass was not done to NDSU's approval. A third party is fixing all the glass issues. All NDSU equipment is officially out of the Stop-N-Go Center, and the lease is up at the end of July. All occupants of that area are back on campus.

Athletics- We are securing AEDs for the IPF with the help of the Safety Office. We are also getting help from the Safety Office with some issues with AEDs in the SHAC. USA Wrestling is starting this week. We are expecting over 6,200 wrestlers making it the largest yet.

Research and Creative Activity- Scott Payne is the Interim Director of Research Operations. Currently we are experiencing a lot of turnover and are a bit short staffed. You will see some new faces if you visit the Research Park.

Human Resources- We entered a contract with Vector Solutions. The initial use will be to be track training. The second phase will require moving trainings to the platform in January.

Student Affairs & Enrollment- The Dean of Students Office provided family sessions and a resource table at orientation to help educate about the many resources and services available to students. We are being intentional in being proactive in onboarding students for needed assistance and services.

Policy 601 (Student Code of Conduct) was reviewed and edited.

The Student Case Manager, Angie Reinke, completed her first year at NDSU this month. Her position has radically altered the manner (timeliness and thoroughness) in which students experiencing challenges and distress are assisted.

The Dean of Students Office will be providing several trainings to departments and colleges prior to the academic year.

After a well-received inaugural year of Thrive @NDSU messages for new students (first year/transfer), the messaging series will relaunch for the 2023-2024 academic year.

IT- It is currently audit season and there are many different audits occurring. Windows 10 goes out of support in 2025. There may have been a breach with National Student Clearinghouse that could affect students at NDSU, but there is no further information on this.

Academics- As of July 1, there was a switch to five colleges from seven. Please remember to complete Title IX and Supervisor Title IX. They are offered at least twice a month, and once a month for supervisor training. If you see, witness, or have any harassment or discrimination reported to you please report it to the Equity Office.

Public Health and Safety- Both the Risk Management Discount Program and the ND Risk Management Workers' Compensation Discount Program Audits were submitted in May, and we are just waiting to hear back about the discounts we will receive on our premiums. We received our WSI experience rate which is -32.3%, which is based off the FY 2022 report of insurance claims that were made. This will be a great discount for NDSU. Just to give you an idea of where we have been in the last five years with regard to our rate – we were sitting at -26.5% the previous year, -13.9% prior to that, -22.8%, -24.8% and -17.8%. In order to continue at this rate, we need to be mindful of our safety program as well as the impacts of frequency and severity of our incidents/injuries.

Our experience rate for next year will be greatly impacted by an incident that occurred in 2022, that will now be included in that calculation, and it will continue to impact us until it eventually drops off. The injury was incredibly significant when it comes to time loss as well as the financial impact it made with regard to medical bills. We tend to focus on the impacts that incidents make on the financial side of things when we are somewhat removed from the incident itself, but we were reminded many times throughout this particular incident that something this severe and potentially life changing impacts our employees, their families and their departments much more significantly. This is ultimately the reason we stress our safety programs.

The Annual Notice of Policies/Designated Medical Provider notice was provided to campus on July 3rd with the request to complete that obligation as soon as possible. This is a mandatory, annual requirement set forth by the state and Workforce Safety and Insurance. We ask that you please go back to your divisions/departments and confirm that all of your employees are getting this completed. This is on the DocuSign platform and is very easy to complete. There will be a second notification being sent out the beginning of August.

In February the Safety Office ergonomic website was updated. Additional graphics on stretching were added as well as good information for our remote worksite employees. As always employees can find a link there to request ergonomic assessments.

In March we hosted Alexis Allen with Sanford Health who provided a Wellness Presentation for our employees as part of our Wellness Programming. She presented on two topics – Healthy Meals in a

Hurry and Mindful Eating. We were notified just last week that Alexis has moved on to another position outside of Sanford, so we are still waiting to hear who will be filling her position.

Other Old Business- No other old business.

New Business- Building Inspections: Campus building inspections continue for the year. Residence Life buildings are scheduled to begin in September. The remaining buildings on campus will continue to be completed throughout the summer and fall semester. Research Extension Centers were asked to complete self-inspections this year and have them turned into the Safety Office by the end of October.

Defensive Driving: For 2023 68 people completed the training online while in May, 63 people participated in-person. Additional in-person dates have been scheduled for Sept. 25 & 26 and Nov. 2 & 3. An announcement will go out at the beginning of fall semester. Online remains an option for those that cannot attend an in-person offering.

Fire Extinguishers: Summit Fire has completed the annual inspection and servicing of just over 50% of the extinguishers on campus. Some minor access issues have come up due to renovations, but suitable workarounds have been found.

Fire evacuation drills: Drills are planned for "A" occupancy buildings during the week of 8/07. An announcement will be sent through the staff and faculty listservs early next week.

Future Meeting- January 11, 2024 @ 1:30pm- Via Zoom

Meeting Adjourned 2:14pm