

NDSU Loss Control Committee

Meeting Minutes

July 14th 2022 at 1:30pm

Call to order

Jen Quenette called to order the regular meeting of the Loss Control Committee at 1:30 pm via Zoom.

Attendance

Voting members present: Michael Kangas, Lois Christianson, Stacey Winter, William Vandal, Mike Ellingson, Kristina Astrup, Emily Frazier, Enrique Garcia, Jeff Gimbel, Mike Borr, Jennifer Quenette, Steve Bergeson, Scott Woken, Angela Fowler, Aaron Reinholz

Voting Members Absent: Becky Hellman Tangen

Ex-Officio Members Present: Monty Botschner, Bret Mayo

Introductions

Approval of minutes from last meeting held January 16, 2022.

Review of unfinished business/standing committee reports

Forestry- The Forest Service held the spring safety meeting on March 8 2022. 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.

2021-2023 capital plant improvement funds where utilized to replace the roof and the Towner State Nursery Office Building and mitigate drainage issues at the Bottineau Field Office.

Fire Season Update: NDFS had two wildland fire engines and six firefighters on three successive 21-day assignments in New Mexico. Crews were rotated home to rest or to be swapped out between assignments. Fire Program staff will re-evaluate crew and equipment condition the first week of July.

The agency's submitted our 2023-25 budget to the SBHE. A significant special fund adjustment is being included to accommodate Infrastructure Investment and Jobs Act funding. The proposed budget also includes requests for capital equipment and extraordinary repairs to the agency's buildings and infrastructure.

Agriculture- Annual training on farm equipment that is used, including student workers at onboarding. Supervisors train student workers to use farm equipment and any facility equipment they will be using for their job. Completed facility safety improvements by having a settled sidewalk foam jacked to eliminate the trip hazard. Buildings are also inspected once every two years by the Fire Marshall and follow their recommendations for safety upgrades which led to updating fuel stations and creating a safety damn around the fuel station.

Temporary summer workers are required to complete required safety training and the pesticide safety update Andrew Thostenson does each year. They are not however, allowed to apply pesticides. Full-time employees are constantly monitored to insure their safety trainings are current. Supervisors have spoken to staff and have posters in common areas emphasizing heat mitigation, staying hydrated and be prepared. Agriculture- does not ATVs.

Environmental Health and Safety- The hazardous waste program removed 53,131 pounds of waste from campus last year, up more than 5,000 lbs. from the previous record. Over the 6 months 1,882 inspections have been completed with 33 initial violations, an increase of 39% over the previous period, 4 repeat violations, 3 more than the previous period. The Lab and Safety Committee has been reconstituted with their first assignment being to revise and update the chemical hygiene plan. The safe hotplate initiative has wrapped up and all known problematic hotplates on campus have been replaced. A couple unstable compounds were found in 2 labs on campus. Those were tested for peroxides, then safely removed by the Safety Office. Environmental Health and Safety side of the Safety Office is currently seeking several positions. Finally, the design of the new Peltier building is underway. Key safety concerns are with dust generation in milling and grinding operations and large quantities of highly flammable solvents used in Pilot Plant operations.

University Relations- NDSU President David Cook was selected by the State Board of Higher Education on Feb. 23 and his first day on campus was May 17. In between those dates, he spent about 200 hours meeting with university administrators, alumni and community leaders. The goal then, and now, is to listen and learn.

He's currently touring the state through July 22, meeting with NDSU alumni, local leaders, legislators, supporters and stakeholders through four public social events, planned for Bismarck, Watford City, Wahpeton and Grand Forks.

He's also participating in annual Field Day events scheduled at the various NDSU Research Extension Centers. The tour will allow President Cook to learn about the state of North Dakota and the ways NDSU can and does contribute to its success.

President Cook earned his bachelor's degree from Iowa State University, and his master's degree and doctorate at the University of Kansas.

Loss Control and Claims- Since the last Loss Control Committee meeting there have been a number of Baseline Safety trainings (some in-person; some via Zoom) for audiences including GRAs, campus wide, CPM and Grounds/Landscaping and an hour-long training with custodial staff covering back safety/safe lift and slips, trips and falls. Please encourage your employees to complete their safety trainings and any specialized departmental trainings. Baseline Safety and Supervisor Safety training for FY23 went live on Blackboard at midnight on July 1. The first campus-wide Baseline Safety training for FY23 was on Zoom yesterday, July 13th and around 150 employees attend. A few departmental trainings are set up for this fall for Dining Services, and the Grad School. More are in the process of being setting up across campus. Information on dates and times as well as the link to enroll will be posted on the Safety Office's training website under Baseline Safety/Supervisor Safety. Annual lawn mower safety reminder was sent out in May. Please keep enforcing the 24-hour incident reporting requirement – that is required per Policy. Keep in mind there is similar time requirements to file worker's comp claims as well. Employees seeking medical attention for a work-related injury be sure to call the Safety Office right away. Supervisors- make sure the employee is on their way to the correct Designated Medical Provider and you call the Safety Office to let us know and make sure you get the employee to connect with the Safety Office promptly after their initial appointment.

We're in the heat of summer. Please be sure to be implementing safety measure to insure employees working in the heat are drinking adequate fluids, 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. There was an injury involving a UTV that was scary in terms of injuries for the worker and very costly, so please remind your employees to be careful. Fall semester is a little over 5 weeks away. With that, we have an increased number of people on campus and employees can be rushing to complete their tasks. Please remind your employees to slow down, be aware of surrounding and distractions. Remember their safety trainings and proper procedures.

Insurance and Service Contracts- Working on finalizing things up for the fiscal year end with accounting. The caps for the state liability for the contract service agreement has changed. New agreements will be out of the website in the next couple of weeks. It is a tiered per person and per occurrence, so the language will change and will not affect all of the agreements.

Personal Safety and Security- Staff is working on completing all the annual safety training by the end of July. CPR and AED trainings were completed in March. New AEDs were provided by North Dakota Department of Health and placed into squad cars. Active shooter training is being conducted across campus, please reach out if you would like a training with your department.

Facilities Management- Quite a few projects going on. A few that are impacting transportation and pedestrian traffic. On the north end of campus, they are prepping the field to install the outdoor turf at the practice facility with a completion date of August 5th. The indoor facility will have an estimated completion of around the 2nd week of October. Then on the west side, which is getting footings that will have an April/spring 2023 completion and will be a weight room, sports medicine, and locker rooms. Along side of that is also a steam line project that will be impacting Albrecht as it ties into the steam tunnel. The main tunnel project will be complete around August 5th, 2022. There is a shortage of concrete in the community so some projects are delayed due to product shortage. Skyway project is starting to put in frames for the window on the east part from the Memorial Union to the new hub. The steel is up for the west portion, and starting to put steel up from the new skywalk to Sugihara. Peltier project has construction fence up, and trees coming down, with a 21-month construction schedule. Should have steel going up in early November. Ladd Hall will be operational for classes, with remodel activities continuing. Coffee shop in Minard will be converted to a Starbucks.

Athletics- USA wrestling about to arrive, apx 6,00 with most staying on campus. Chief Vandal and his staff help with USA wrestling and getting them to leave buildings so thank you to him and his staff. Then a few more camps left this summer.

Research and Creative Activity- Two additional companies are leasing space in the Research 2 building. CorVent Medical and Lincoln Therapeutics moved in back in January. There is now a total of four companies leasing space in the building. We are recruiting for the open position of Executive Director of Innovation and Economic Development. Jolynne Tschetter left that position in April. Brian Kalk, the Executive Director of the Research and Technology Park resigned in June to take a position with the UND EERC. Jan Sobolik is serving as interim for that position.

Human Resources- Open house on July 27th from 2-4 pm at Hastings Hall. Merit increase will be in July 31st pay checks. You can go into self-service to see the increase. Maria Wingenbach will be leaving NDSU and her duties will be dispersed until her replacement is hired.

Student Affairs & Enrollment- The Dean of Students Office is transitioning and growing. Casey Peterson is leaving his role at DOS, effective August 1. An internal search is in progress with hopes of naming a new DOS by or around August 1. We also added a social worker/student case manager to the DOS office. Angie Reinke comes to us from the Department of Corrections and has over 25 years of experience in the field of social work. She will provide short and long-term case management for students referred to the NDSU Care Team and others who need assistance.

The Dean of Students Office, in collaboration with partners/stakeholders engaged in the Restorative Practices Network offered a variety of circles to process information and incidents

that were in conflict with our core institutional values and/or impacted/harmed members of our community.

The NDSU Care Team received nearly 200 referrals during the 21-22 academic year, with over 70% of those referrals being related to mental health concerns.

IT- Ransom ware update from the electron microscope, IT spent 220 hours remediating the incident, hourly rate is just over \$50/hr, so quite a bit of cost there. Windows 7 computers continue to be blocked when they are found.

Academics- Nancy Boyle was hired, two new deans have been hired, and 2 new searches for deans will occur in the early fall. As a reminder Title IX training is due every 3 years and supervisors, supplemental training is required every year. Both trainings are offered monthly, typically via Zoom but also in-person. They are also offered specifically for Graduate Students and Dining staff. Dates are continually added. Around 46 new faculty members will be starting in mid-August.

Public Health and Safety- Both the Risk Management Discount Program and the ND Risk Management Workers Compensation Discount Program Audits were submitted in June and we are just waiting to hear back about what discounts we will receive on our premiums. We received our WSI experience rate which is -26.5%, which is excellent, and will be a great discount to look forward to. We can always improve upon this, so please continue the great work.

Conversion of the Annual Notice of Policies/Designated Medical Provider from Blackboard to DocuSign was completed prior to the beginning of July and there were very minimal questions that came out once that first email was sent on the NDSU Employee Official Listserv on July 5th. I have received feedback that employees are really liking the DocuSign platform for the ANP/DMP, and it really does just make more sense to utilize it for that document. Please make sure your employees are getting that taken care of immediately. This is a mandatory requirement for all employees.

I have been conducting several ergonomic assessments since our last LCC Meeting – great to see a consistent request from employees and departments for new employees who are starting up in a new workstation or for employees who are noticing things right away that are just not quite “right” within their workspace.

Next week we will be having a Wellness Presentation for our employees as part of our Wellness Programming. Alexis Allen with Sanford Health will be presenting on the Myths of Dieting and Weight Loss on July 20th. I would encourage those that are interested to join us.

Other Old Business- No other old business.

New Business- 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 will be inspected this fall. In the process of coordinating with the RECs to determine the best time for scheduling. CHIMERA based inspection module has been in use since January and its reception has been positive. It is mainly image based and provides a clearer information regarding the location and nature of any violations discovered.

Defensive driving for 2022 saw 56 participants taking part online and 68 participants taking part with in-person training held in March. Some in-person dates for Oct. 18 & 19 and will announce to staff & faculty listservs next week.

Summit Fire has completed the annual inspection and servicing of just over 50% of the extinguishers on campus. Some issues have come up due to building remodeling and renovations, but we are scheduling around it and annual service is proceeding.

Fire evacuation drills are planned for “A” occupancy buildings during the week of 8/08 (Monday – Thursday). An announcement will be sent through the staff/faculty listserv early next week.

Future Meeting- January 12, 2023 via Zoom.

Meeting Adjourned 2:20pm