

NDSU Loss Control Committee

Minutes - Approved as corrected 04/22/2009

Date: January 21, 2009, 10:00 a.m.

Place: Prairie Room, Memorial Union

1. Call to order and attendance

The meeting was called to order at 10:00 a.m. by Jolean Pederson, Chair

Voting Members Present:

Jolean Pederson (Chair), Jennifer Baker, Lois Christianson (alternate for Rick Johnson), Kristi Breiland, Kevin Schindlbeck (alternate for Bruce Frantz), Marty Hoag, Stacey Winter, Colette Erickson (alternate for Broc Lietz), Steve Bergeson (alternate for Laura McDaniel), William Vandal, Chris Winjum, Lois Christianson (alternate for Rick Johnson), Josh Hemingway

Voting Members Absent:

Ray Boyer, Michael Kangas, Bruce Bollinger, Michael Harwood

Ex-Officio Members Present:

Mike Borr, Gina Haugen (alternate for John Adams), Tammy Aronson

Ex-Officio Members Absent:

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2. Introduction of visitors

Jolean Pederson introduced Tammy Aronson, Compliance Specialist with the University Police & Safety Office. Tammy started with the Safety Office December 1, 2008 and will be conducting building inspections and fire extinguisher checks.

Jolean also introduced Chris Winjum with the Office for Equity, Diversity, and Global Outreach.

3. Review and approval of October 22, 2008 minutes

Jolean Pederson asked for changes and/or corrections to the minutes of October 22, 2008. Marty Hoag moved to approve the minutes as submitted. Kevin Schindlbeck seconded the motion. Motion carried.

4. Review of unfinished business

- **Standing Committee Reports**

Forestry - Michael Kangas was unable to attend the meeting and indicated in an e-mail to Jolean Pederson that a report of Forest Service activities will be provided. The report will become a part of these minutes.

A complete copy of the minutes will be available on the web at URL:
http://www.ndsu.nodak.edu/ndsu/police_safety/safety/LCC_Minutes/Lcc_Minutes.htm

Agriculture - No report.

Environmental Health and Safety - Mike Borr stated that the Asbestos ACA is complete pending the revision of Contracted Services Agreements to include the incorporation of asbestos language.

The audit of the Hazardous Materials Program notice of violation with penalty has not been received, but is expected.

The Material Handling Facility is expected to be on-line starting February 9, 2009, pending the clearance of any remaining issues.

Public Health and Safety - Jolean Pederson informed the Committee that the Annual Report of Training for Baseline Safety, Supervisor Safety, Laboratory and Chemical Safety, and Radiation Safety has been distributed. The Safety Office did receive some reports of inaccuracies regarding departmental names. Reported inaccuracies have been corrected. The Safety Office strives to record the data accurately, but is unable to look up the proper department name of every individual that completes the training. The reports are also available any time during the year by contacting the Safety Office.

Jolean is working with Lois Christianson, General Counsel's Office, on contracts for Visiting Researchers/Scholars and also a Facilities Use Agreement. Once finalized the contracts and use agreement will be available on-line on the General Counsel website.

The NDSU Health Fair is scheduled for March 24, 2009. The Safety Office will have a table set up at the Health Fair.

Jolean has been working on the Wellness Program application for the premium year.

The Risk Management Discount Program application is available in draft form. There are some changes to the program requirements which will need to be met to receive the full discount. One of the changes affects the Minutes of the Loss Control Committee meetings and what needs to be contained in said minutes.

Jolean, on behalf of the Loss Control Committee, has nominated Roy Laframboise for the "Outstanding Safety Professional" award. The deadline for submitting the nomination was January 13, 2009.

Jolean continues to conduct ergonomic assessments on-campus.

Loss Control - Jennifer Baker reported she has seen an increase in Baseline Safety submissions since the above noted Annual Report of Training was mailed. Jennifer has also scheduled departmental Baseline Safety Training for employees at the West Dining Center, Residence Dining Center, and employees in Harris Hall.

Jennifer has noticed that many custodial supervisors are very proactive in training their employees about proper shoveling/lifting practices. She has also noticed that custodians are taking their time during shoveling. Reported slips and falls has decreased and employees are being proactive about letting Facilities Management know about problem areas. Facilities Management personnel have been excellent to work with in addressing the problem areas.

Discussion followed on the current issues of Risk Quick Tips to include awareness of snowplow issues.

Insurance and Service Contracts - Stacey Winter reported Purchasing has recently completed the update of their website and that there has been a standardization of their on-line forms.

Stacey also indicated that they are working on a procurement model for use by departments. The model can be used as a guidance tool toward proper purchasing procedures per State of North Dakota guidelines.

Personal Safety and Security - William Vandal reported that the new Police Officer has almost completed his training and that the vacant Lieutenant position has been filled.

William also reported that the update of the Register Sex Offender List has been updated for the Spring Semester. Currently there are six people on the list that are enrolled in classes for the Spring Semester 2009 with the possibility of a seventh person that is taking classes.

The annual training requirements are being completed by the University Police and will be forwarded to the Safety Office for recording.

The University Police is working with ASP Security on adding a security guard at the Klai building until additional police officers are hired and the police offices downtown are ready for occupancy.

The University Police is implementing a Field Training Officer (FTO) training program and will be sending two sergeants to the training.

Just as a point of information, William Vandal mentioned that the Airshow is scheduled to be held the same weekend as 2009 Fall Semester check-in weekend.

Facilities Management - Kevin Schindlbeck updated the Committee on the Equine Center manure run-off problem. The plan is almost finalized and will require some landscaping to manage the problem.

The area by the FargoDome used for storm water detention is full due to the snow fall amounts received this year. A secondary site in the Research Park has been identified and will be used for snow removal. Identification of disability routes for the Snow Removal Plan - Spring Update has been completed..

Door signage for the non-smoking policy has been replaced with transparent stickers. Work continues on the pets in buildings and bicycles in buildings policies.

NDSU has been notified by the Health Department that the pool at the Bison Sports Arena is not in compliance with new regulations regarding pool drain protection. A contractor has been contacted to identify the process needed to comply with the new laws.

The bleachers at the Bison Sports Arena have been identified as having structural problems and only the first six rows are useable. The bleachers at the Bentson Bunker Fieldhouse are going to be replaced over the summer due to similar issues.

Facilities Management is placing walk-off mats inside buildings to help prevent falls due to slippery floors.

Athletics - Josh Hemingway reported on the Bison Sports Arena bleacher issue and added that event ushers have been instructed to not allow event attendees access to areas deemed unsafe.

Josh also indicated that reports had been received that the swimming pool water temperature was too warm. This was due to repairs to the system that warms the pool. The temperature has since been adjusted.

Research Technology - Kristi Breiland informed the committee that work is continuing on the Research I and Research II safety plan.

They are also working on the semi-annual training session for staff in CNSE and Coatings and Polymeric Materials.

Kristi invited the Loss Control Committee to an information session they are providing on Nanomaterial Safety. The speaker for the session is from the University of Minnesota and is scheduled for January 27, 2009, 2:00 p.m., Conference Room in Research I.

Human Resources - Colette Erickson indicated that an auditor from Workforce Safety and Insurance will be at the Human Resources/Payroll offices to conduct the annual audit.

Colette also indicated that safety issues found in annual reviews are being forwarded to the Safety Office.

Student Affairs - No report.

Information Technology - Marty Hoag distributed anti-phishing posters to the committee and requested that the posters be hung in a public place. There is an issue with reports of people sharing passwords, sign-ons and other identifiable information in response to phishing e-mails requesting said information. Marty stressed that ITS will never e-mail employees or students requesting such information.

The report from Foundstone regarding network security on the NDSU campus has been received. NDSU was notified that the level of security as assessed as a “C”, which is considered a good grade for a university.

It was recently reported that a card reader had been compromised. There was no “forced door alarm” reported. Protection has been added to prevent a reoccurrence.

Signage has been placed on an exit to read “Emergency Exit Only”. This door has sometimes been used by people exiting the building and is for emergency use only.

Equity, Diversity and Global Outreach - Chris Winjum reported that in-person Anti-Sexual Harassment training sessions have been conducted for staff that do not have access to a computer.

Chris also reported that the Equity, Diversity, and Global Outreach offices will be moving to a new building, but that the building must be handicapped accessible.

University General Counsel - Lois Christianson reported that the legislative session has started and that bills are being tracked by the General Counsel office with the information posted to their website.

Other Old Business - Gina Haugen stated that the quarterly meetings of the state Loss Control Committee and LDRPS/CoOP and COG were held on Tuesday, January 20, 2009.

Discussion at the LDRPS meeting included having one plan for all buildings on the Valley City State University campus instead of one plan for each building.

5. New Business -

Tammy Aronson reported that the building inspections for 2008 have been completed. Tammy further indicated that the inspections and fire extinguisher checks for 2009 have begun.

Jolean Pederson stated that the revision and mailing of the Annual Notice of Policies/Designated Medical Provider form is scheduled.

The Defensive Driving Course is scheduled for March 17 and 19, 2009 and will be conducted through IVN.

Review of incidents/accidents - Jolean Pederson called for a motion to go into executive session. At 10:50 a.m. William Vandal moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. Stacey Winter 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 October 16, 2008 thru January 15, 2009. The 3rd party incident reports date range was October 16, 2008 thru January 15, 2009. By law the executive session was recorded.

Executive Session ended at 11:00 a.m.

- 6. Future meeting Schedule**
Proposed 2009 meeting schedule.
April 22, 2009, 10:00 a.m.
- 7. Adjournment**
Meeting adjourned at 11:02 a.m.

Respectfully submitted,

Stephanie Wegner
Administrative Assistant