

# ***NDSU Loss Control Committee***

## ***Meeting Minutes***

January 13<sup>th</sup> 2022 at 1:30pm

### **Call to order**

Mike Borr 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, Becky Hellman Tangen, Kristina Astrup, Emily Frazier, Enrique Garcia, Jeff Gimbel, Mike Borr.

Voting Members Absent: Jennifer Quenette, Steve Bergeson, Scott Woken, Angela Fowler

Ex-Officio Members Present: Monty Botschner, Bret Mayo, Christina Rodenbiker

### **Introductions**

**Approval of minutes from last meeting held July 15, 2021 with edits.**

### **Review of unfinished business/standing committee reports**

**Forestry-** The roof replacement project at Towner State Nursery is complete. Engineering specifications have been received for the Bottineau Field Office for a parking lot improvement project. Bids for the project are being solicited. The NDFS safety committee met via conference call on October 12, 2021. All NDFS building inspections have been completed and were sent to the NDSU Safety Office in December for review. Our spring meeting is scheduled for March 8 2022. With the drought, North Dakota had a very busy fire season. Almost 2,400 wildfires burned more than 125,000 acres of land across North Dakota in 2021. The agency is reviewing our Facility Master Plan and beginning preparations for our 2023-25 legislative budget request.

**Agriculture-** No Report

**Environmental Health and Safety-** The Safety Office completed moving chemicals from Dunbar to the new Sugihara building. The move started November 29<sup>th</sup>. More than 1000 boxes of hazardous chemicals that were made up of 16,000 separate chemical containers were moved without incident. Labs were required to submit their entire chemical inventory into the online chemical inventory system before their chemicals were moved to Sugihara. Spot checking was done before a box was moved. Upon spot checking there was 100% compliance with the

chemicals checked. Lab inspections continue; in the last six months of the year they completed 5,542 inspections, out of that there were 33 initial violations, a decrease of 33% from the previous period. There was one repeat violation which is a reduction from the previous period. Safety Office handled 17,292lbs of hazardous waste in the second half of the year; which put the annual total over 45,000lbs. The Safety Office has continued working on a safe hotplate initiative. This replaces hot plates that have a design defect making them susceptible to fires. Due to supply chain issues some of that progress had been slow but the goal was to keep any defective hotplates from going into Sugihara. A few have made it through but were found, removed, and cords cut. The Lab and Chemical Safety Committee has been reconstituted with its charge being to edit and revise the Chemical Hygiene Plan. The committee has met several times and has regular meetings scheduled.

**University Relations-** No Report

**Loss Control and Claims-** Since the last Loss Control Committee meeting – nine in-person Baseline Safety and three Supervisor Safety trainings have been held on Zoom. Attendance numbers continue to be good. There have also been in-person trainings provided for departments as requested. Please encourage your employees to complete their safety trainings and any specialized departmental trainings. Baseline Safety training for incoming grad students will be held on January 18 at 1:00 pm and a campus-wide Baseline Safety training is scheduled for Tuesday, February 8 at 2:30 pm. Both trainings will be on Zoom. Please check the University Police and Safety Office trainings website for more training information. Safety Office online trainings were transitioned from the Moodle training platform to Blackboard the week of January 3. Detailed instructions are posted on the training website for how to locate and enroll in training courses on Blackboard. On Monday, January 10, a notice from Track Training was emailed to those employees who have not completed their Baseline Safety training for this fiscal year. A winter safety reminder which includes recommendation for walking in the wintry conditions was emailed to employees on November 15. With this being the winter season, please take care in slowing down, wearing proper footwear, taking extra time to get to where you need to go and remind others to be careful. We're a community and we care about one another. We don't want anyone hurt or injured from slipping and falling. Just a reminder, the employee and non-employee incident reporting forms are online and the links to these reports can be found on the NDSU Forms Page. Please keep enforcing the 24-hour incident reporting requirement – that is required per Policy.

**Insurance and Service Contracts-** Due to COVID with most people working at home during that time, inventory for State Fire and Tornado will be done campus wide this year to get all of campus back on track. In previous years, one third of campus departments would be done at a time, every 3 years.

**Personal Safety and Security-** Police officers are starting to work on annual training requirements and sidearm qualifications.

**Facilities Management-** Work on Sugihara continues. Classes have begun and most activities have moved in. Dunbar is in the process of having asbestos removed and any other environmental concerns addressed then contractors will start to demobilize and demo. February 1<sup>st</sup> is the projected start date for demobilization. During the demolition process they will start from the top and work their way down. The skywalk from Ladd will need to be disconnected. Because the buildings are so close, they have to do this to avoid any damage. The skywalk from Ladd to Dunbar was done in post tension construction so when Dunbar comes down, the new skywalk at Sugihara will connect to where the old one was cut off at Ladd and then it will go over to the Memorial Union as well. In the spring landscaping will be completed at Sugihara and a cul-de-sac will be put in by the Memorial Union for use at the loading dock. The indoor practice facility is under construction. Steele columns will go up in February. August or September is the anticipated completion date. Groundbreaking took place for the Peltier project. Components of the project will start to be BID out in March. Digging will start in May with an 18 to 20-month construction time period. Once activities move into the building Harris Hall, NCI and the north half of the five Lord and Burnham Greenhouses will be demoed. Pavek has a contractor and architect hired to have plumbing and piping replaced, add more AC, and remove environmental concerns. That project has a 12-month construction timeline with an anticipated start date in May. There is still more tunnel work to do over the summer. Centennial and Albrecht will need to be closed at the intersection. An architect has been hired for the 2<sup>nd</sup> floor of Ceres. Intention is to add centralized air, update electrical and remove environmental concerns. Anticipated start date is this summer. North Weible is currently undergoing updates to their bathrooms. Moving away from community to private bathrooms. Rooms are also being updated in North Weible. The anticipated completion date is this summer. The outdoor track will have a new surface put on in the Spring. HVAC work continues throughout campus related to COVID Cares funds.

**Athletics-** No Report

**Research and Creative Activity-** New Vice President started October 1, 2021. There have also been some staff turnover.

**Human Resources-** No Report

**Student Affairs & Enrollment-** In follow up to the restorative practices training from last summer, staff will be receiving some follow up trainings. The goal is to start offering restorative circles and mediation to address things that don't always fall into a policy violation and to address things that may be violations of core values for the institution. In-person presentations

have resumed for orientation. The Care Team received approximately 100 referrals during Fall semester, this is higher than normal. Resources were sent out to all employees to help people be better prepared for helping students who might show signs of stress.

**IT-** There were two ransomware incidents. One encrypted a computer at an Extension center. They decided to have the computer restored by the vendor. Another happened on campus with an electronic microscope. That one was under contract so it was restored at no charge. These computers were running Windows 7. Notify IT if you have any computers running Windows 7. There have been 7 computers blocked for scanning or copyright violations. That is down from the previous 30.

**Academics-** No Report

**Public Health and Safety-** The full Risk Management Workers' Compensation discount of 15% was received. With that savings along with the experience rate and other discounts that were eligible, the premium was brought down from over \$983,000 to just over \$428,000. This was a significant savings in a year where there were some workers' compensation claims that definitely made an impact. The Safety Office truly appreciates the work all departments do to promote safety in their areas.

Annual Notice of Policies/Designated Medical Provider obligations were pushed out at the beginning of the fiscal year and continue to see a high completion rate. On the morning of 1/12/2022 only 14 out of 5,051 that have yet to complete this obligation.

The Wellness Program is now on another web-based platform, but it is still accessed the same way through My Sanford Chart application. If anyone has questions on how to access the platform, please have them contact the Safety Office. It is important to note that for those individuals who want to start accumulating their points for the year, they must go in and complete their Health Assessment. We continue to have a great response when we host our Sanford Health Program Specialist for programs on different facets of wellness, and she will be back again in the coming months.

**Other Old Business-** No other old business.

**New Business-** All safety inspections for 2021 have been completed and are available for review by appointment in the Safety Office. All fire extinguishers have had their annual inspection and needed service for the 2021 year completed by Summit Co. Big thanks to all the custodial supervisors and other personnel who have assisted with the monthly checks of the fire extinguishers. Two in-person classes were held for defensive driving in 2021 with a total of 42 participants. Online had 86 total participants. The CHIMERA Chemical inventory database system has an inspection component the Safety Office purchased. They will be implementing new inspection reports for building inspections. The Access Database system that is currently used to generate the reports in the past will be phased out. Unlike the previous inspection

reports, the new ones will now come as a pdf and will be more image-based versus text-based. For the most part, the recipients will be able to see where the exact violation is located.

**Future Meeting-** TBD

Meeting Adjourned 2:20pm