

# 2005 Safety/Compliance Conference

## Summary

Fire/EMS/Safety Center

December 5, 2005



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

**Minnesota State Colleges and Universities  
Safety Conference  
St. Cloud Technical College  
November 3, 2005**

**Summary Report:**

**Concern:**

Safety and security topics were on the agenda, at the last two CFFO (Chief Financial and Facilities Officers) conferences in 2005 (Jan and June). However, there was a concern that not enough time could be allocated to these issues since the agenda was already full. Several requests were made if there is a possibility of having a system safety meeting. In that meeting time would be devoted to discuss the concerns, answer questions, talk to regulatory agency representatives etc.

In Jan 10, 2005 Chancellor McMormick sent a memo to all the Campus Presidents regarding safety training. In that memo, he emphasized three points:

1. Although progress has been made in preparing/ training campus staff to deal with different types of emergencies, there is a room for improvement.
2. The chancellor expects the safety officer, working with campus safety officer, to take a lead role in making sure that plans are being reviewed and training conducted.
3. There will be monitoring on the part of the Office of Chancellor, throughout the year.

**Response:**

Accordingly, a Safety Conference was arranged at St. Cloud Technical College on November 3, 2005. The conference was kicked-off at 10 am by State Director Don Beckering and Associate Vice Chancellor Allan Johnson in the conference room 240-244.

Associate Vice Chancellor Johnson briefly explained the history/reason behind why the Office of Chancellor's oversight in the safety and regulatory compliance issues along with federally mandated changes in emergency preparedness and homeland security issues. AVC Johnson discussed the involvement of the Fire/EMS/Safety Center as well as Don Beckering's involvement in this area.

**Activity 1:**

Small group discussions – In this session, it was expected that the attendants share information about safety training and compliance issues with each other and brainstorm ideas for improving support for safety efforts both at the campus and the system level.

There were three topics for discussion:

1. Employee Safety Training
2. Faculty Involvement in Safety Compliance Issues
3. Fire/EMS/Safety Center as Safety Resource.

Each group was expected to conclude the discussion with the following question: In an ideal world, without any financial or staff limitations, how can the safety training and compliance be made more efficient and effective at your college or university?

This was an interactive session. The participants answered a questionnaire for the specific topic. Four groups discussed the topics. Within each group, there was one recorder and one facilitator. One member of each group reported the findings to the entire group. See attachments for details on the discussion findings and responses from all of the questionnaires.

**Presentation 1:**

Tina Dale of Washington County Hazardous Waste Division was going to present on inspections and typical findings of the hazardous waste inspections at MNSCU campuses. She was busy with the regulatory duties, so Don Beckering delivered her presentations and answered the questions raised.

The presentation was about commonly observed regulatory issues pertaining to Satellite/ Container inspections, labeling and recommendations. Other topics included Distiller Units, Drum Closure, Aerosol Cans and hazardous waste storage issues. Additionally, the topics such as recordkeeping, documentation and training were also discussed.

**Presentation 2:**

Andy Kimball, University of Minnesota presentation was about the University's Hazardous Waste Program and the upcoming changes in the Hazardous Waste Management. There are new rules on Universal Waste rule, Land disposal rules and mixed waste rules. The presentation summarized the impact of the new rules on the MNSCU campuses. These rules are expected to be implemented in 2006-2007.

**Presentation 3:**

Richard Lowery and Janet Hirsh of Marsh Risk Consulting presented information on the Business Continuity Plan. They explained the process – Marsh Consulting was going to use to facilitate the development of the Business Continuity Plan.

The primary goals would be reviewing existing plans for emergency response, the redundancy and contingencies for disaster recovery. Other goal would be to conduct Business Impact Analysis for 8 critical operational business processes. Marsh will work with Hennepin Technical College to develop templates and tools for development of Business Impact Analysis for 8 critical operational business processes. These templates would be shared throughout the system.

**Presentation 4:**

Anita Mujumdar, Fire/EMS/Safety Center presentation was titled, "Emergency Preparedness and Evacuation – OSHA regulations". In this presentation, a distinction was made between the workplace related regulations that OSHA enforces and the emergency preparedness as referred by the Homeland Security concerns. Other requirements for the workplace included the regulations for exit routes, emergency action plan, fire prevention plan were reviewed. The presentation was concluded by demonstrating how additional resources could be used at the Federal OSHA website.

**Updates:**

This was followed by several announcements by Don Beckering. The announcements included

1. Information about the implementation of the NIMCAST program and how the campuses would be affected.
2. The formation of the system wide safety committee initiated by AFSME.
3. Update on the Federal EPA visit to Winona State University and likelihood of additional inspections/ visits by Federal EPA.

**Presentation 5:**

David Agren, Senior Underwriter and Marlys Williamson, Underwriting/ Marketing Manager of the Risk Management Division talked about the COPE (Construction, Occupancy, Protection and Exposure) inspections at various inspections. At least 3-4 COPE inspections are scheduled at MNSCU campuses per quarter. They highlighted the most commonly observed violations (Top 10) and ways to mitigate them.

**Presentation 6:**

Final presentation was titled 'Emergency Planning for Schools and Procedures at MNSCU campuses, by Rick Larkin of Larkin Consulting. He spoke about the different factors to be considered while planning for various emergencies. He spoke of past incidents and emergencies and how to implement a emergency response plan.

## Employee Safety Training

### Problems Raised:

1. Student workers and work study students are hard to track.
2. Adjunct faculty come and goes on a frequent basis.
3. Challenge – Who is accountable? HR, Supervisor... Safety Officer?
4. Not all colleges have a Safety Officer position(s). Percentage of time in a position description.
5. Training for work study students not being done.
6. No Budgets (needs to be developed/ communicated)
7. Employee job duty change has not been addressed.
8. Safety Committee – attendance is a problem.

### How safety training is currently done:

1. Supervisor is responsible to ensure training is provided.
2. H.R. / Supervisor inform Safety Officer.
3. HR announces new employee and Safety Officer makes contact.
4. On job training for maintenance department.
5. Contract with private vendor to provide training.
6. Scheduling for employees:
  - a. Staff – 2 days/ year or upon request
  - Staff – 1 day or as needed
  - New Hires – View videos

Solution: Moorhead, Wadena, Detroit Lakes uses Lakes County Coops for training. They have small group training on Campus.

### Solutions: How the Office of Chancellor can help:

1. Position Description could include training required for each position.
2. Office of Chancellor to establish general guidelines for colleges to follow.
3. Matrix for college of required training for each department and/ or position.
4. **Office of Chancellor – provide on-line training for Right-To-Know and Blood Borne Pathogens training, so all colleges don't need to create their own. (D2L-CD) Great Tool!!!**
5. Laboratory standard for faculty in science area/ discipline.

## **Questionnaire:**

Initial employee and annual safety training provided by Human Resources, Facility Services Supervisor, Physical Plant Director, and mainly supervisors.

Initial employee and annual safety training is conducted primarily in-house, but is also contracted to outside contractors.

The initial safety training is provided for maintenance and other employees majority of times. The faculty gets the initial safety training sometimes. (Y – 2/ N -2).

For new employee training there appears to be good co-ordination between the Human Resources department and the Safety department.

Annual safety training for faculty, administrative, maintenance and other employees appropriately. Although training is provided, attendance is not ensured.

Most institutions do not appear to have certain days designated for safety training; however they may have training scheduled for the employees on annual basis.

The recordkeeping is stored either electronically (database/ spreadsheet) or as paper copies. One campus uses Safety Training Matrix developed by Fire/ EMS/ Safety Center.

## **Faculty Participation in Safety Compliance**

What is required?

1. Need more faculty members to be involved in Safety Compliance.
2. Need faculty to be responsible!
3. Need Administrative Support for enforcement.
4. Need safety committee engaged/ involved and responsible.

What is expected from the Office of Chancellor?

1. Union Contract needs to reinforce that faculty are responsible for safety compliance.
2. MANDATORY Safety Training enforcement.
3. Have clear Consequences defined for non-compliance with safety!!
4. Develop Safety Training MATRIX of required training w/ standards and who needs what and when.

Solutions:

1. Define/ Refine Management rights.
2. Need a hammer/ sledge for enforcement or provide 'Positive Persuasion' skills and Partnerships between Safety Committee and Faculty.
3. Empower all the employees to enforce safety compliance.

### **Questionnaire:**

Faculty members are not adequately represented in Safety Committee. Those in the safety committee are sometimes actively and other times inactively involved. Science, Automotive, Medical and other departments are generally observed to be compliant with the safety procedures and policies. However, art departments are generally not observed to be in compliance.

The faculty members of art departments have a 50% incidence to ensure students are compliance with safety procedure and policies. Faculty members of the Science and Medical departments generally ensure that students observe safety compliance. Faculty members in the Automotive department and other departments (machine tool, facilities, maintenance etc.) are sometimes observed to ensure student safety compliance.

Majority of the participants feel that faculty safety compliance is an issue at their institution.

The response to the question if there is a safety component included in the curriculum taught at their institution was not very clear. This is a very broad topic and requires further detailed attention to get specific information.

### **Fire Center to serve as a central resource**

All the participants want the Fire center to provide training CDs or videos.

Some participants expressed interest in having books, periodicals and reference materials. Most want online resources, online health and safety programs and procedures.

All the participants want fire center to develop forum or platform for information sharing, on both - Accidents/ near-misses and benchmarking the best practices. An electronic newsletter/ web based bulletin board or online resource could serve as a platform.

All the participants want Fire Center to provide Safety Checklists, Environmental Templates and Safety Training matrix.

The frequency of safety conference could be increased to semi-annual or quarterly. Some suggestions were received for regional or specialized meetings.

Other expectations from the Office of Chancellor:

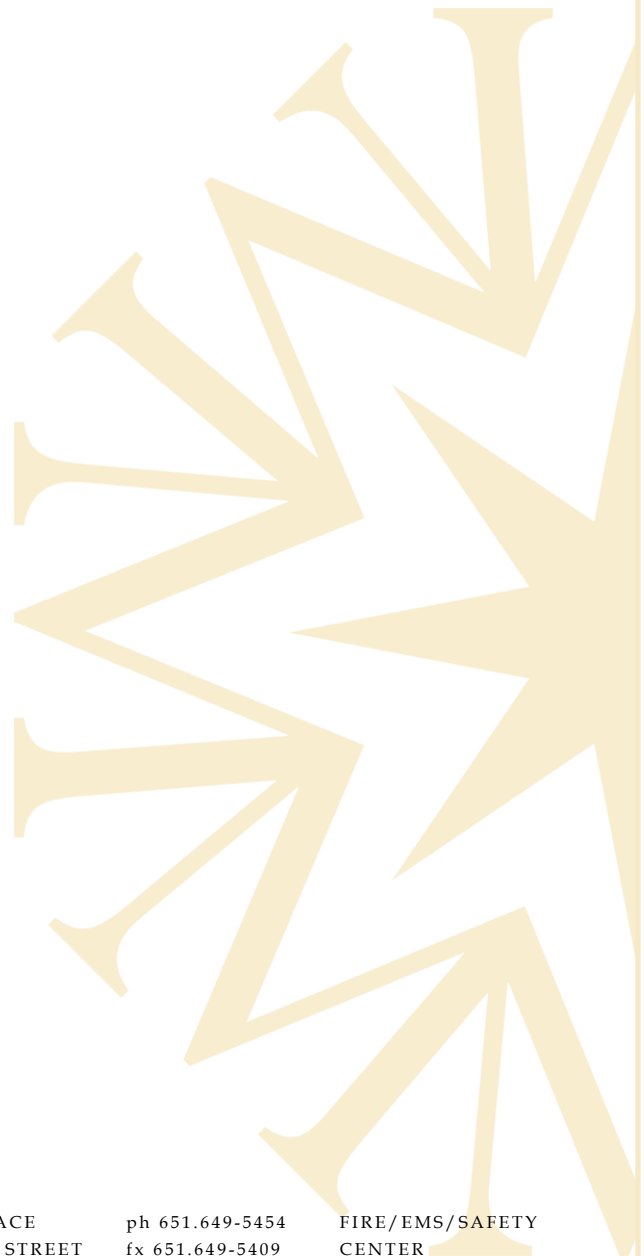
1. Be a focal source for operational directives, procedural modeling, and self-audit forms and formats.
2. Disseminate information & provide resources and helpline to assist with form and properly filling in for compliance.
3. Help tracking compliance requirements.
4. Contract Interpretation: Who in MNSCU (Reference?) HAS All the Answers of Contract Interpretations – for safety related issues?
5. Provide overall awareness of safety related issues.
6. Provide templates for a resource to achieve programs. Provide expert advice on meeting the CFR.
7. Provide specific information on types of violations other colleges are experiencing and status with MNOSHA and MPCA. Awareness of other violations will help us focus on these areas, where MNSCU may be willful.
8. All campuses should consider hiring staff to manage the safety programs.



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