

# Safety Committee Meeting Minutes

Thursday, October 30, 2008

12:00 – 1:00 PM, Room 106

**Present:** Becky Lindseth, Julie Fenning, Bob Gooden, Jesse Adkins, Sandy Bratvold, Danika Braaten, Rick Compeau, and Renee Kringlen.

**Absent:** Scott Halle, Kate Schmalenberg, Margarita Barocomite, David Christian, David Hoefer, Jeanine McDermott, Rob Jung, and Trevor Ronholm.

1. **Safety Inspection** – The safety inspection has been rescheduled for December 9, 10, & 11, 2008. Discussion was held on the process and procedure for the hazardous waste removal. The next removal date is scheduled for June 2009.
2. **Safety Training Schedule** – The 2008-2009 required safety training courses have been scheduled. The email will be going out next week to all employees. Employees will be able to use the Northland website to view required courses and the new registration site STARS to register for these courses. A flyer and training video will be sent to all employees.
3. **Emergency Drills** – The Lock Down drill has been scheduled during the in-service on January 9, 2009 for all employees. Students will not be on campus during this drill. Becky will review faculty in-service schedule to determine the best time for the drills.
4. **First Report of Injury** – There are no reportable or unreportable injuries to report.
5. **WENS (Wireless Emergency Notification System)** –WENS has been piloted with MnSCU institutions, will complete implementation by Northland by Spring Semester. Discussion on best configuration for employee and students groups resulted in the recommendation to create two groups (Students/Employees) to simplify the process for emergencies. Final decision will be announced at the next meeting.
6. **Safety Loss Control Conference** – Jesse Adkins presented materials and topics he received from the conference. Any questions on the material contact Jesse.
7. **Crisis Management Plan** – Becky requested changes to the Crisis management Plan. The plan will be updated and reformatted to reduce costs and to upload into Virtual Office. Plan is scheduled to be sent to all employees next week.
8. **Next meeting is January 29, 2009, 12:00 – 1:00 PM.**