



**Northland Community & Technical College**  
**Safety Committee Meeting**  
 January 25, 2005  
 12:00 noon  
 Room #306B

Attendees: Mary B., Bonnie A., Rob J., Rick C., Diane R., Bob G., Cheryl I.,

Topic		Discussion/Outcome
1. Call To Order		12:05 pm
2. Approval of Minutes		Approved
3. Budget		This discussion has been tabled until Kent can attend a meeting.
4. Emergency Action Plan		<p>Bob Gooden, Dave Andrys, Becky Holthusen and Bruce Roed had a meeting recently. Becky and Bruce reported to Bob that they think the state is in the process of putting together an Emergency Action Plan (EAP) to be used by all state agencies. The paperwork is huge. Kent has asked us to do something now that we can use until the state comes up with something better. In the meantime, we will work with Dave and Bonnie Andrys to put together our own EAP. When this is completed, we will have a nice printed flip chart. What we want is a practical handout for employees to have on hand in case of an emergency. Bonnie gave us each a "draft" of the "NCTC Crisis Management Plan" that her and Dave put together. Bonnie requested that we all look this over and provide input on any additions and/or corrections that we might find.</p> <p>It was suggested that an e-mail be sent to all employees that Hepatitis B shots are available to anyone who works with students in a lab setting or deals with human blood. Maybe this info could be added to the new employee orientation list.</p>
5. Mercury Free Schools		Becky has scheduled with the state to be on campus during spring break to do the inventory of all mercury and mercury-bearing items. All agreed that this would not be a good time since all faculty will not be here. Bob will contact Becky to reschedule this.
6. Fire Drill		<ul style="list-style-type: none"> <li>• Bob has not yet had a meeting with the designated personnel.</li> <li>• Bob reported that Sue Dalager is working on the new maps.</li> </ul>
7. Other		<p>Bob has a list of the evening campus security officers now. The officer's photos, along with their work schedules, will be posted on bulletin boards throughout our campus.</p> <p>All agreed that we need a budget for items such as, signs, first aid supplies, etc.</p> <p>Rob Jung discussed safety recommendations for the labs. Listed are some of the things we are not doing now and should be implemented to be on the safe side:</p> <ul style="list-style-type: none"> <li>• Sharps boxes should get autoclaved before it leaves the room.</li> <li>• Bio-Hazard signs-need these for all rooms that use pathogens, which would be any health program</li> <li>• Non science classes in labs – this should not happen.</li> </ul> <p>All agreed that a recommendation should be made to administration that science labs should not be used as classrooms for courses other than science.</p>
8. Adjourned		12:50 pm

**Next Meeting: Tuesday, February 8<sup>th</sup> @ 12:00 noon in room #106**