



Northland Community & Technical College Safety Committee

February 8, 2005

12:00 noon

Room #106

Attendees: Mary B, Rob J, Mary F, Becky H, David H, Bonnie A, Rick C, Andrea M, Bob G, Dan E, Renee K

Topic		Discussion/Outcome
1. Call to Order		12:08 p.m.
2. Approval of Minutes		Minutes were not approved
3. Safety Committee Mtg. Time Change		Meeting time is going to stay the same. Might see if a counselor could fill in for Mary Fontes.
4. Shots		Hepatitis shot was mentioned that you should be able to go through your own doctor at no charge.
5. Emergency Action Plan		<ul style="list-style-type: none"> The Emergency Action Plan was discussed and once completed, will be in kept Mary Jo's office. This would be a central location. Changes are still to be made. Does *57 for Bomb threat work on the phone? Bonnie and Bob will check it out to see if it works. Becky had asked if our employees that handle the mail wear gloves. No, they do not. Federal Guidelines were handed out by Becky H. She needs a list to know who would need this training. Mary B. would like a check-list to determine who could possibly have been exposed to mercury. At least have one responding to the Federal Training Guidelines. Decide per department what kind of training they will need or not need? Becky will coordinate this part with student services and administrative services. Will get a letter out before the NCA visit on April 24th & 25th. There was mention of the Emergency code (ABC). This does not seem to be the appropriate message. The committee is working with TRF to have the same code. Flip Chart that we have is the one from Northwest EMS. Bonnie A. is in the process of changing it to Northland. PA system is only used for fire, severe weather, campus closing, bomb threats, and public address system. The hot button at Karen's desk is fixed and rings to Bob G. cell phone. Bob is going to work on adding more locations of the eye wash.
6. Mercury Free Schools		There was discussion regarding the mercury testing when students are on site so they could see the process. It was stated that we cannot have anyone in the rooms. Becky has scheduled them to come over spring break one day in EGF and one day in TRF.
7. Lockers		Change of lockers to open-face or mesh. There is no talk of changing the lockers, but Bob G. stated this could be coming.
8. Adjourned		1:00 p.m.