



Northland Community & Technical College Safety Committee Meeting Minutes

March 22, 2005

12:00 noon

#315

Attendees: Bob G., Becky H., Diane R., Rob J., Kate S.

Topic		Discussion/Outcome
1. Call to Order		12:15 pm
2. Approval of Minutes		Approved
3. First Aid Kits		A list needs to be distributed with information on where first aid kits are available on campus. Bob does have a list and is set-up on a monthly inventory check for supplies. Bob will e-mail list to Becky to include in student handbooks. This list should also be communicated to all employees. This information will eventually be available on the intranet.
4. Incident Reporting		Becky has talked with Kent on how the incident reporting is done on the TRF campus. Dennis Paesler will meet with the business office staff on the EGF campus to decide on a process for reporting accidents that happen to students and the general public. Employees would still report to Bob G. Becky will follow-up with Dennis P.
5. Mercury Report		"Clancy" the dog was on campus the week of spring break – EGF campus looks pretty clean. Some mercury thermometers and a barometer were exchanged. Each campus will be getting a written report and will be shared with the Safety committees on each campus.
6. Emergency Plan		The Emergency Plan flip chart draft is at the printer now according to Bonnie and Dave Andrys. It will be given back to us to review and then printed within a week.
7. Budget		Kent needs to be contacted about a Safety budget. A suggestion was made to have Karla create a cost center with money in it to see how we spend it. We need to get money in an account to track it.
8. Emergency Maps		Scott Foss is working on the emergency maps and has shown copies to Bob. The updated maps should be ready soon. They will be laminated and will show emergency routes for evacuation.
9. Weather Drill		Severe Weather week is coming up in April. We will look for information coming from the state office on that to distribute to employees. The state of MN usually has a day set aside to do a drill – our drill will be done on the same day.
10. Other		Becky wants to do more checking with the clinic regarding the Hepatitis series before sending out an e-mail. Becky will check on a membership to the Safety Council.
11. Adjourned		12:35 pm