



**Northland Community & Technical College
Safety Committee Meeting**

March 8, 2005

12:00 Noon

Room #106

Attendees: Dave H., Becky H., Bob G., Rob J., Mary B., Cheryl I., Kate S., Dan E., Diane R.,

Topic	Discussion/Outcome
1. Call to Order	12:05 pm
2. Approval of Minutes	Approved with changes.
3. Mercury Free Visit	Becky is unsure right now about the visit. She has not heard back from the testers, but she will contact them. For now, old thermometers should go to Bob G.
4. Sharps Disposal	Disposal units are located in the restrooms and also in areas where they can be accessed at all times of the day.
5. Budget	Tabled until Kent can attend a meeting. All agreed we need to find out if we have a safety budget.
6. Storage of Flammable Liquids/Hazardous Materials in Shop Areas	Cabinets should be available to store flammable liquids/hazardous materials in the shop area. The Trades programs will need to purchase this. Dan will talk with Chris R. and Ed K. to discuss needs.
7. Training of Faculty for Hazardous Materials/Conditions in Their Work Area	Dan spoke about a safety video series available that is geared towards faculty/staff. This might be a way for individual programs to view them. Maybe view then take a test. Dan stated that they are very thorough videos. It was suggested to buy one set for all to use.
8. Incident Reporting Forms	<p>Any accidents that involve employees should go to Bob to fill out a workers compensation form. He is the first report of injury. This would include any students employed as a work study.</p> <p>Students and the general public who are injured on the campus grounds would fill out an incident report form that will be available in the business office. According to Becky, the business office in TRF submits the report and are also the point of contact with the state office in St. Paul. Becky stated that we do not tell the injured that it will be paid for. All injuries are assessed on a case by case basis. We are self-insured and not guaranteed coverage for injuries.</p> <ul style="list-style-type: none"> • Becky will contact Kent about reporting. • Bob will check with Risk Management to see what they want. (Risk Management does the investigation after the report is sent.) <p>Property and vehicle damage – report to Bob G.</p>
9. Community Worker Violence Prevention	Becky is attending a Train-the-Trainer in Brainerd on April 28 th .
10. Other	<ul style="list-style-type: none"> • There was a discussion to have a nursing room for nursing mothers. • The emergency code for EGF has to stay the same as TRF - it is too late in the year to change it now. • Becky stated that gloves should be available to those that process the mail. • Bob will purchase Bio-Hazard signs. • Rob will call for more information on autoclaving. • Becky will send an e-mail to all employees to contact her if anyone is interested in getting the Hepatitis B vaccine series. This would be available to anyone who works with students in a lab setting or deals with human blood.
11. Adjourned	1:00 pm