



Northland Community & Technical College Safety Committee Meeting

April 5, 2005
12:00 Noon
Room #106

Attendees: Dan E., Rob J., Rick C., Bob G., Diane R., Becky H., Kate S., Cheryl I.,

Topic		Discussion/Outcome
1. Call to Order		12:10
2. Approval of Minutes		Approved
3. Incident Reporting		Becky has contacted Dennis Paesler about informing the EGF Business Office on the new process of incident reporting for students and the general public. Dennis will be meeting with Karla Anderson and the business office staff in EGF.
4. Emergency Plan		Rob J. will bring the emergency plan from UND to use as a comparison. We will be doing a final review to our emergency plan when it returns from the printer.
5. First Aid Kits		Bob handed over a list of first aid kits that are accessible on the EGF campus and where they are located. This list will be distributed to all employees after Becky does the review. It was suggested that red crosses mark the spots on the evacuation map where first aid kits are located. As a precaution, all aspirin will be pulled from the kits.
6. Autoclave		Rob contacted the director of Health Care Environment. He was told that the drivers who pick-up the waste are responsible from that point on. Should a serious disease outbreak occur, he could not guarantee that we would not be involved. The company will be sending a copy of their permit to Bob.
7. Medical Advice on Campus		Kate S. presented an e-mail received from a health division instructor regarding the practice on campus of contacting the licensed personnel for advice re: providing first aid/care of injuries/advising about need for medical intervention. She states that this practice places the college and the individual being called upon in situations with potential serious liability. It is not appropriate to contact faculty in the health professions with questions, etc. Promoting this practice gives students and faculty a false impression about the type of help and service available on campus. Faculty have requested their names be removed from the list of contacts listed in the Emergency Action Plan.
8. Air Quality		There was a short discussion regarding air quality issues leading to allergies. Becky left a 72 page checklist with Bob. Filling out forms is a start for anyone with an air quality issue. Becky stated that 90% of allergies are due to carpet, lint and skin flakes. The maintenance of the employees' area is key. Bob and Becky will meet to discuss a survey.
9. Hepatitis		Employees desiring the hepatitis series of shots are encouraged to go to their primary care clinic to get these shots. This cost would be covered under their medical insurance policy. Becky informed the committee that the cost would be \$150.00 per employee to have a clinic administer the shots on each campus.
10. Severe weather		April 18 th – April 22 nd is Severe Weather Awareness Week. There will be weather drills during this week. EGF will be doing public address announcements. Groups throughout the campus will report back if they heard the announcement. An e-mail will be sent to employees to let them know they need to report back if they do not hear the severe weather announcements. This will let Bob know which rooms the volume would need to be adjusted. We will be doing about 2 or 3 tests the day of the drill.
11. adjourned		12:50