



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-October 17, 2006

Time of Meeting-12 noon

Location of Meeting-Room 106

MINUTES

Attendees: Becky Holthusen, Bob Gooden, Sandy Bratvold, Renee Kringlen, Danika Braaten

Absent: David Christian, Kate Schmalenberg, Scott Halle, Jesse Adkins, Rick Compeau, Margarita Bracamonte, Rob Jung, David Hoefer, Kent Hanson

Topic	Responsible Party	Discussion/Outcome
Call to order		12:10 p.m
1. Approval of Minutes		Updates- Seven AED's purchased changed to <u>six</u> mounted specifically around each campus. No need to have an AED with the Softball Teach Coach in TRF. Bob will meet with Scott Foss, ITS Dept. to update Evacuation Maps. Approved after agreed changes.
2. Automated External Defibrillators (AED)/ AED Protocol		AED Operating Manuals were distributed by Becky to the committee for review. She sent out an e-mail stating that the AED Manual has been placed on Employee Virtual Office in the Administrative Services section. Dan Sponsler and Kathy Huschle serve as AED Coordinators on each campus and will be scheduling AED Awareness Training during the Fall and Spring Semester each academic year-most likely during the faculty/staff inservice but may not be ready by Spring Semester. May utilize Custom Training to instruct the AED Awareness to employees. Don Beckering recommended 3 shocks down to 1 shock for AED Protocol. Dan Sponsler has reprogrammed all six protocol chips to shock only once automatically. Becky stressed how important it was to the maintenance staff to place the units back in the appropriate compartment box by using

		the serial number. (Each committee member has been listed in the manual for reference-see pg. 8.) Weekly AED Protocol checks for readiness will be conducted by maintenance staff on each campus. Becky will design a check off list sheet to be used by all sites. An indicator light will determine status of readiness. Bob and Becky agreed that the check off list will be initialed and hung in each maintenance dept.
3. Bloodborne Pathogens		Beth McMahon had a concern about locating a current Bloodborne Pathogens reference book. Mary Jo Bydal or Ruth LeTexier should have a copy of the old NTC BP book, if not, then it was suggested by Jim Kubisiak, DOER to look at the state website where there is a template or to follow up with Don at MNSCU to receive a current Bloodborne Pathogens printout. Bob presented Becky with a BP handout he had in his office. Becky offered to ask Mary Jo if she has a BP Book and/or double check all websites for information.
4. OSHA Matrix		Don Beckering provided a list of training offered for Occupation Training areas exposed to them. Kristy went to the Division Coordinators last Spring for input on training for division chairs, staff, maintenance dept. etc. to discuss training that will be scheduled in a cycle or on an annual basis. Specific programs/areas assist in filling out missing data on the matrix piece. Future handouts on OSHA Matrix will be available at our next meeting. Employee safety training may be instructed by Custom Training or McNeil Environmental.
5. Lockdown Drill		During our January '07 employee inservice, a mock lockdown drill will be coordinated and offered through Kevin Stuckey. He will bring in actors, students etc. to make the drill more realistic to those in the building. We need to ensure that the public entering our building do not have any undue stress by thinking this mock drill is real, so entrance signs may be one way to make this aware to others entering our facilities. Bob has shown many people a 13 minute CD covering a school lockdown drill exercise. Becky will deliver the CD to TRF and pass it on to Kevin Stuckey to review and get ideas from it. Students were trained first and put to the test in a much more difficult situation to see what really happens when shooters enter their school. Specific guidelines/procedures are available in the NCTC Crisis Management Manual. Should it also be listed on the college website employee virtual office? Each scenario is different so we cannot write procedures for each one. NCTC employees will need to be prepped and prepared before we schedule a mock drill. The first drill would be performed without students. Bob mentioned that the state of Texas is taking a unique approach towards an intruder. School students are defending themselves by throwing classroom objects at that person to distract him/her so less people are killed and/or injured. The committee is not sure if this is the right

		approach
6. <u>Other</u> : Mock OSHA Inspection		Becky will call Todd Christenson, DOER to set up a campus walk-through inspection. She will also attend the Nov. 16 th Conference in Mpls. on behalf of the college.
7. Next Meeting		<u>Tuesday, Nov. 21st – Time to be determined.</u> Future meetings will be held every third Tuesday of the month. (Dec. 19, 2006; Jan. 16, Feb. 20, Mar. 20, Apr. 17, 2007) Sandy and Renee will review employee schedules to determine the best time to meet as a group each month.
Adjourned		1:15 p.m.