



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-March 21, 2006

Time of Meeting-12 noon

Location of Meeting-Room 106

Attendees: Scott Halle, Becky Holthusen, David Hoefer, Sandy Bratvold, Jesse Adkins, Bob Gooden, Kent Hanson

Absent: Cheryl Iverson, Rob Jung, Mary Belanus, Yvette Schneider

Topic	Discussion/Outcome
1. Call To Order	12:08 p.m.
2. Approval of Minutes	Approved.
3. Automated External Defibrillators (AED)	Becky reported that NCTC has purchased and delivered seven AED's which have specific mounted locations for their existence, such as the Swenson House, TRF Airport, MEC, TRF Campus, Softball Team Coach, EGF Campus and Fire Tech. / Carpentry Building. They hold a price tag of approximately \$2000, are alarm sensitive in a glass compartment box with handle and sensor operable. EGF Campus has mounted one unit in the cafeteria. Security cameras must focus on each AED hung. Don Beckering, State Director of Fire/EMS/Safety Center and Becky will meet with Dan Sponsler and Kathy Huschle to discuss and create a college wide plan for the MNSCU Policy & Procedures to educate our own NCTC Team and/or Coordinators of general public events hosted on each campus. Mounted AED's will be added to each campus evacuation map.
4. Sharps Disposal	Bob will update Sharps list with Becky to write up current/appropriate disposal directions.
5. First Aid Kits	Bob will update FA Kit list with Becky via website, student and employee handbook etc. Clarification of the number of work study student injuries reported was questioned by Becky.
6. Evacuation Maps	Each campus map will be updated with mounted AED's, Sharp Disposal Boxes, FA Kits and Chemical Spill Kits.
7. <u>Other</u> : Mercury Spill and Kit	Becky announced there had been a mercury spill today 3/21/06 in Rm. 222 when a shelved test tube rack had fallen causing a beaker to drain and spill onto the floor. The site was cleared of all people. Carol Hubbard was notified and explained that a film develops over the top of mercury over time and will not have a strong ignition if it has not been disturbed. Bob cleaned up mercury beads and spot with sulfur, a recommended absorbent by MN Pollution Control, and the area three times with dawn dish soap. Mercury was bagged and will be picked up by University of MN. It was suggested that Margarita B. be asked if there is a need for mercury in the Biology Program.

8. Mock OSHA Walk-Through Inspection Recommended
In early March, Detroit Lakes held a multi-purpose Building Inspection and Awareness for NW MN Region Colleges and Universities and all Fire Chiefs including MSCTC, MSU, NCTC and BSU. Don Beckering will be filing a report on ways for the colleges to: a) Know our building; b) Residential Housing for students and c) Recognize City Ordinances, Permits, Requirements and Inspections. Becky suggested that the campuses should perform a walk-through biannually with fire personnel, appointed college representatives and the local fire chief. David Hoefer commented that the GF FD Lock Boxes are secured for fire personnel only. He is not sure what EGF has in place. Our annual Fire Extinguisher Inspection looks at grinders, equipment, guards and shields. Becky will contact McNeil Environmental, who once assisted Earl on training for MSDS sheets and mock OSHA inspection, to visit with our campuses FY06-07. Bob added that Todd Christenson, DOER, came approximately 3 years ago to EGF to perform a mock walk-through and the campus needs to prepare for a new walk-through. Kent agreed.
9. Polk Co. Health Services Mock Vaccination
Becky announced that Polk Co. Health Services is using the EGF Campus as a Mock Vaccination Site on May 11, 2006 in Rm. 106. No disruption among employees or to the building will occur while they are on site. The mock vaccination could possibly be performed at campuses state wide. It will act as an emergency response site, immunize personnel, use an antidote from Bemidji and drive it to EGF. Polk Co. staff will receive a mock "pill" prior to immunizations given.
10. Adjourned
12:42 p.m.