



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-November 20, 2007

Time of Meeting-12:00 noon

Location of Meeting-Room 106

MINUTES

Attendees: Becky Lindseth, Sandy Bratvold, Renee Kringlen, Jesse Adkins, David Hoefer

Absent: David Christian, Scott Halle, Rick Compeau, Kate Schmalenberg, Margarita Bracamonte, Bob Gooden, Danika Braaten, Rob Jung

Topic	Responsible Party	Discussion/Outcome
Call to order		12:05 p.m.
1. Approval of Minutes	Becky	Approved by committee after this correction. Topic: Lockdown Drill, 2. Answer should read " Majority of maintenance employees & all administration have been trained on the system."
2. First Report of Injury	Becky	1) Injury of an IT employee occurred while moving a scanner/bulky piece of equipment, during an office move. Equipment was slipping out of hands so individual twisted body incorrectly. Employee did seek medical (chiropractic) care for lower back pain. A wheel based ergonomic/waist high cart was recommended by our committee to use during office moves when employees are eager to help. 2) Faculty left shoulder problems from carrying laptop over the past 27 years, including numbness, carpal tunnel in both wrists. Employee did seek medical attention. A wheel based laptop carrier could be an option and possibly sold out of our Bookstore. Becky will ask Karla if this could be arranged. At the January in-service we should bring in knowledgeable (Brown Bag) sessions provided by Shelly or DOER for employees.
3. Lockdown Drill Feedback	Becky	Employee responses for improvements included suggestions such as: 1) Emergency speaker(s) needed in the library, 108a and outside to inform visitors entering our campus

		<p>2) Room signage indicating the room was lock down safe 3) Additional PA announcement locations on campus 4) Grant writing to establish funds to assist in the cost of a new PA system that can be activated from more than one location</p> <p>1) agreed upon 2) NCTC would be held liable if no instructors are at the room posted lock down safe-need more education on this issue 3) Look into capitol equipment money for new PA system. Contact Bob Gooden and Don Beckering for ideas and Jim Jesme for Grant Writing ideas.</p>
4. MIR3inCampusAlert	Becky/ Stacey	<p>http://www.mir3.com/products/inCampusAlert.php was a recommended site to view per Joanne Bachmeier, Library ITS staff. This type of on-line communication could notify students and/or employees via e-mail during any campus alert. Becky will give this information to Stacey Hron to follow up on and see if this could be a college option.</p>
5. State Safety Conference	Jesse	<p>Jesse Adkins attended day two of his First Annual State Safety Fall Conference. Due to another commitment, he was not able to attend the first day which had the pertinent safety and workers compensation topics. The conference was well represented across the state. Some topics from day two included: Ergonomics, overindulging efforts; Adding value to Safety Committees-being proactive, getting a certain amount done and function well. EGF is on the right track but more could still be done. Jesse recommended that the committee possibly meet year-round to keep moving on ideas. The Regional Safety meeting is scheduled for the Spring which Becky attends.</p>
6. Other: Safety and Training Coordinator	Becky	<p>Becky will ask Administration to hire a three fourths time Safety and Training Coordinator with benefits for FY09. Smaller FYE campuses have hired full time coordinators so it is time we had someone committed only to safety and training. Her HR responsibilities need more attention and wishes she had sufficient time for both Safety Committees.</p>
7. Next Meeting		<p>Tuesday, December 18, 2007 @ 12 noon in Room 106 (reschedule January 15th meeting to 22nd-same time and place (Spring Semester starts week of the 15th))</p>
Adjournment		<p>12:55 p.m.</p>