



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-February 27, 2007

Time of Meeting-11:00 a.m.

Location of Meeting-Room 106

MINUTES

Attendees: Becky Holthusen, Sandy Bratvold, Danika Braaten, Jesse Adkins, Scott Halle, David Hoefer, Bob Gooden, Kate Smalenberg
 Absent: David Christian, Rick Compeau, Margarita Bracamonte, Rob Jung, **Kent Hanson (removed from committee)**

Topic	Responsible Party	Discussion/Outcome
Call to order		11:15 a.m.
1. Approval of Minutes	Becky	Approved.
2. First Report of injury	Becky	No reportable or unreportable injuries to report.
3. Safety Inspection Update	Becky/Bob	Our college sites were inspected in November 2006. Becky met with both facilities supervisors to assign duties among them, went through maintenance staff with list of tasks to improve on, and visited with Mike Normandin concerning areas needed to be brought to the attention of faculty members. A report will be sent out soon. Electrical outlets and appliance issues will be targeted for improvement. Toasters, coffee makers or anything with a two prong plug will be removed off the premises. Power strips cannot be used with any other extension cords. Bob will have Shawn working on the cord clean up in Mitch's absence. Academic Deans, Mike and Jeff will provide a list for Becky for classroom modifications. Eleven pages of corrections were received by NCTC EGF.
4. MSDS On-line Follow-up	Becky/Bob	Right now, EGF MSDS reference books are available and maintained by Rick Compeau. Becky has contacted a few on-line companies and hopes to have this project underway by this Spring and completed by June 30 so we can implement a new process on-line by

		<p>July 1, 2007. She would like to set up a fiscal year 5-year contract with MSDS Solutions Inc. This includes comparing our MSDS books for duplication before they are scanned over to inspect for the most current pages and adding a site administrator for each campus. For a minimal price, we will have two feature buttons: 1) personal protection equipment (PPE) and first aid to be administered (FA). Once operable on-line, a suggestion to provide a CD for each dept. and/or accessible to all employee and students on campus was discussed. Of course the first year of the contract will be the most expensive due to start up costs and extra features for approximately \$4400/year for the college giving us nearly 1700 MSDS sheets as reference on-line. During the transition, MSDS Solutions Inc. will open their entire MSDS database. OSHA states we must have our own unique MSDS on-line manual. Office of the Chancellor does not have a MSDS database but state agencies are starting to use this on-line reference. Bob will assign a work study or appropriate person to pull out manual duplicates before the sheets are scanned over to the company.</p>
5. Continuity of Operations (COOP)	Becky/Bob	<p>Bob received an email from Don Beckering regarding more training sessions so it was handed out to the committee to review and comment on. The COOP template will be ready by March 1, 2007. Others need to be trained, especially when pandemic planning is only a piece of it. Becky will recommend who she feels should attend. They will expect to travel because trainers normally do not travel to the northwest territory of MN.</p>
6. Finance and Facilities Business Use of Vehicles	Becky	<p>At a facilities meeting it has been brought up that employees that drive own vehicle for employee purposes must have a valid drivers license, proof of insurance and good driving record. Office of the Chancellor are preparing MNDOT, HR Dept. to have policy and procedures in place after July 1, 2007. How will this affect state lines, towing, driving tickets over 10 miles/hour? For students/athletes?</p>
7. Thefts on Campus	Becky	<p>Personnel should fill out a form used to identify theft, report it to Dean of Student Services and/or report to fixed assets as necessary. E-mail security staff working that day/evening so they can refer to recorded tapes for review being it takes many hours to solve each case. Different locations of cameras will hopefully put a body with a face for personal identification. Fender benders are difficult to locate all people.</p>
8. Safety Training	Chad/Kristy/Becky	<p>Chad S. assisted Kristy L. with Becky to set up the new Budget Process used by Faculty. A three day employee training for occupational areas will be done by Spring.</p>
9. Next Meeting		<p>Tuesdays, March 27 (instead of 20th) & April 17, 2007 @ 11 a.m. in Room 106</p>
Adjourned		<p>12:08 p.m.</p>