



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-March 27, 2007

Time of Meeting-11:00 a.m.

Location of Meeting-Room 106

MINUTES

Attendees: Becky Holthusen, Sandy Bratvold, Rick Compeau, Danika Braaten, Jesse Adkins, David Hoefer, Rob Jung, Kate Schmalenberg
 Absent: David Christian, Renee Kringlen, Margarita Bracamonte, Scott Halle, Bob Gooden

Topic	Responsible Party	Discussion/Outcome
Call to order		11:04 a.m.
1. Approval of Minutes	Becky	Approved.
2. First Report of injury	Becky	No reportable or unreportable injuries to report.
3. Exposure Control Plan	Becky	The Blood Borne Pathogens Plan was emailed to all college employees. A few responses came back mainly from maintenance staff that have a higher risk of working with these situations. Martial Arts and Cosmetology were not included in the email. The plan should also be available to view online under Employee Virtual Office, Administrative Procedures. Work studies are covered under workman's compensation but not under our 'employee' policies and procedures.
4. Safety Inspection	Becky	An on-site contracted safety inspection took place in November 2006 by a former OSHA inspector for only \$1800. An inspection has not occurred in nearly 10 years. A list of NCTC violations was provided by Becky for committee members. Rick Compeau reported which EGF Campus fixes/corrections have been taken care of and continues to work on the list to improve violations. The maintenance and academic areas are listed separately along with possible training. Tim Bergerson and Mitch Ostrom, NCTC

		electricians, will monitor fixes at TRF, EGF & Airport sites using the maintenance cost center numbers to absorb costs for smaller upkeeps, corrections and fixes. The new FY08 budget request will include larger project requirements per Becky. Becky will send out an employee email to inform everyone what is permissible workspace conditions.
5. MSDS Solutions	Becky/Rick	Becky signed the online MSDS contract so the procedure in starting. Rick C. compiled one MSDS NCTC book to be mailed 3/30/07 to the company which will take approximately two weeks for the scanning process allowing NCTC to log-in with a password. The book will be double checked before being mailed for additional sheets as necessary or for chemicals that do not have updated data sheets. Links will be available for Personal Protection Equipment (PPE) and First Aid (FA) when employees and students can view the website. One NCTC site administrator will be assigned to scan and update site. Former program MSDS books will be relabeled or thrown. MSDS online training for all employees will be provided before 7/1/07.
6. Safety Training Questionnaire	Becky/Chad	Becky and Chad developed a list of items exposed to in work spaces/areas. Initial training and/or annual training will be conducted possibly by Custom Training for new employees to be informed of these items. The 25-30 questions were put together after discussing it with Don Beckering so we have a database available. So far, only 35-40% of the faculty has participated in the questionnaire and Becky encourages that more faculty must take part. She is working on a MNSCU training contract that would be available 24/7 @ \$2/person/training session online that could start as early as 7/1/07. A \$10,000 safety training budget has been requested for FY08.
7. Severe Weather Awareness Week	Becky/IT Dept	A state wide tornado drill will take place Thurs., April 12 @ 1.45 p.m. with sirens involving the community. Maintenance should announce details. Kate was going to double check if the Student Expo would conflict with the time of drill and will let Becky know. We would be hosting over 200 students in the building which could pose a concern. The IT Dept. is making updated campus maps with sleeves to be hung by April 9 so we are prepared for the drill. A question whether or not ANY employee should be empowered to put the building into lock down mode using the code word is still in the discussion stage.
8. Next Meeting		Tuesday, April 17, 2007 @ 11 a.m. in Room 106
Adjournment		11:55 a.m.