



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-April 17, 2007

Time of Meeting-11:00 a.m.

Location of Meeting-Room 106

MINUTES

Attendees: Becky Holthusen, Sandy Bratvold, Danika Braaten, Jesse Adkins, Bob Gooden, Kate Schmalenberg, Rob Jung, David Christian;

Emergency Evacuation Drill 'Runners' joined the committee to discuss procedures and drill expectations of the campus/college.

Absent: Rick Compeau, Margarita Bracamonte, Scott Halle, David Hoefer

Topic	Responsible Party	Discussion/Outcome
Call to order		11:05 a.m.
1. Approval of Minutes	Becky	Approved after corrections: OSHA terminology removed in the Safety Inspection topic paragraph and remove 'we could bring in a trainer at a minimal charge'; change 'Buttons' to 'Links' in the MSDS Solutions topic paragraph. Completed.
2. First Report of injury	Becky	No reportable or unreportable injuries to report. Incidents are reported based on the severity of the accident.
3. MSDS Solutions	Becky	All NCTC MSDS hard copies were copied and mailed to MSDS Solutions (first estimated at 1700 count but it was actually 2764 college wide) so our site should be ready by April 30 th . Links on the employee and student virtual office will be available then and can be extremely helpful for everyone to use. When the site becomes live, Becky will send out a college wide email. Bob, Clinton and Becky will be at Web Based Training April 18 th .
4. Tornado Drill Feedback	Becky/Bob	Bob sent out an email to all emergency evacuation drill 'runners' asking them to join the first 15 minutes of our meeting today to discuss/revise campus maps/drill procedures. Some runners have been replaced because they are not on campus year-round. Unsafe zone areas removed from the map are the NW and South hallways. Safe zone rooms

		added are: 420, 401, 203, 405, 405a & 406. Becky handed out the shared comments from our April 12 th drill and left it open for discussion. Bob will make appropriate map and procedure changes with Scott in IT Dept. and distribute the newest versions to the runners. Runners should close all doors behind them and this request will be added to the prerecorded drill announcement. The prerecorded announcement is still not loud enough unless conversations in the safe zones are kept to a minimum. In an actual drill, must we sit against the west wall with our head between our legs as we have done in the past? Becky will be updating the Crisis Management Plan (emergency manual) this summer and plans to incorporate all changes that occurred after our last drill.
5. DOER Regional Safety Meetings (Quarterly)	Bob	Bob received information on upcoming meetings and was wondering if one of the committee members could attend and report back to us any pertinent data. Next meeting is held in Detroit Lakes, April 26 th from 9-12 noon. Jesse Adkins volunteered to attend.
6. Others: Recaps Only		<p>A. Continuity of Operations Plan (COOP) is an expansion of our Pandemic Plan, a college wide plan of action to continue to operate as a campus when/after a disaster hits. Ex. Man made disasters vs. Natural disasters – Don Beckering scheduled a session for April 18th. CD's will be available at training.</p> <p>B. Safety Training Matrix for employees will be necessary and Becky will hire appropriate consultants/trainers to provide web-based or onsite training. Employees will be responsible to inform their supervisor of attendance at scheduled training. Danika Braaten suggested that the www.netlearning.com site could be beneficial to us.</p> <p>C. Automated External Defibrillators (AEDs) Awareness Training session will be held today at 3 p.m. in Rm. 421A in EGF and Thursday in TRF.</p> <p>D. MN OSHA's Most Frequently Cited Standards-2006 list was distributed by Jesse Adkins for our review.</p> <p>E. Classroom Door Locks for existing classrooms will be discussed during a May Budget Meeting before the project to update locks can continue. All new 2008 classroom doors in future construction will have proper locks installed per Bob.</p> <p>F. Powerlift Training idea and brochure was given to Becky by Jesse Adkins explaining proper ways to lift things.</p>
7. Next Meeting		Next meeting will be held once fall semester resumes.
Adjourned		12:03 p.m.