



## Northland Community & Technical College Safety Committee Meeting

Date of Meeting-September 18, 2007

Time of Meeting-12:00 noon

Location of Meeting-Room 106

### MINUTES

Attendees: Becky Holthusen, Sandy Bratvold, Rick Compeau, Jesse Adkins, David Hoefer, Scott Halle, Kate Schmalenberg

Absent: David Christian, Renee Kringlen, Margarita Bracamonte, Bob Gooden, Danika Braaten, Rob Jung

Topic	Responsible Party	Discussion/Outcome
Call to order		12:07 p.m.
1. Approval of Minutes	Becky	<b>April minutes were already approved by committee.</b>
2. First Report of Injury	Becky	Injury of a maintenance employee moving welding equipment out of the shop to clean it was reported per Jesse Adkins. Equipment was top heavy on a cart with wheels and had fallen over on the individual, including shoulder, leg and back. Employee did seek medical care and was off of work for a few days. A larger more stable wheel-based cart for this piece of equipment was recommended by our committee and to also inform the Welding Instructor to replace cart or possibly remove/dispose the equipment.
3. Lockdown Drill	Becky	Kevin Stuckey and Jim Jesme will coordinate and perform an October drill involving all students and employees either Oct. 22 or 29 @ 2 p.m. A public address for outside visitors/customers will be presented so we take every precaution not to scare anyone. Ex.Signage. Six or seven campus entrances will also be covered by committee members so they can inform or direct others who enter/exit the campus during the drill. Vests and drill information will be given to committee members prior to the drill. A student/employee e-mail will be sent out indicating which date the drill will take place. A second drill may be planned for Spring Semester so additional student/employees can be involved.

4. On-line Safety Training	Becky	In April, a Convenience Learning contract was confirmed primarily to be utilized by individuals or small group on-line training such as Ladder Use, Confined Space etc. This economical contract will provide in-house employee training starting this Fall.
5. First Aid Kits	Becky/Rick	Handout of <a href="http://www.northlandcollege.edu/humanresources/firstaid/">www.northlandcollege.edu/humanresources/firstaid/</a> A. Labeling EGF Departments; B. FA Kits should be restocked with gloves and supplies each semester; C. Receptionist station first aid kit could possibly be mounted for easy access/view. Rick will work on developing an FA Kit Inventory List to refer to each time he is restocking kits.
6. Regional Safety Meeting	Jesse	Jesse attended this meeting in May at Detroit Lakes which included Noise Conservation; and Hexavalent Chromium Exposure. An e-mail about the meeting details was sent out to committee members on 5/9/07. He was also given a website <a href="http://www.lockstopper.com">www.lockstopper.com</a> so quick and easy door lock options could be reviewed and/or purchased so we are prepared when intruders enter our facility. Becky will report back to us if the Velcro device option Jesse mentioned could potentially be what the campus could use.
7. Campus Security Report	Becky	Our Campus Security Report indicates zero statistics for criminal activity, but this is not the case. It is possibly misleading to others because the incidences that occur are not considered 'reportable' cases. It is recommended not to list on the report by the Clery Act due to confusion. The Clery Act includes college property, immediately adjacent to our building. The EGF/GF Police Dept. statistics are NOT separate criminal activity for us to report accurately on the report. Vandalism has occurred but is not reportable.
8. Next Meeting		Tuesday, October 16, 2007 @ 12 noon in Room 106 ( <b>rescheduled to October 9<sup>th</sup>-same time and place</b> )
Adjournment		12:58 p.m.