



## Northland Community & Technical College Safety Committee Meeting

Date of Meeting-April 15, **Rescheduled: April 22, 2008**

Time of Meeting-12:00 noon

Location of Meeting-Room 106

### MINUTES

Attendees: Becky Lindseth, Bob Gooden, Sandy Bratvold, Jesse Adkins, Rick Compeau, Kate Schmalenberg, Danika Braaten, Scott Halle, Margarita Bracamonte

Absent: David Christian, David Hoefer, Rob Jung, Jeanine McDermott, Renee Kringlen

Topic	Responsible Party	Discussion/Outcome
Call to order		12:05 p.m.
1. Approval of Minutes	Becky	<b>Approved.</b>
2. First Report of Injury	Becky	No reportable or unreportable injuries to report.
3. Fire Alarm PA Announcements via Telephone System	Bob	Equipment was installed for the fire alarm panel last Friday. Lines will be connected as soon as our telephone service rep. is available so we can make announcements.
4. EGF Police Dept. Ticketing (Follow up)	Bob	Bob visited with Officer Solem, EGF PD. The PD will not ticket the college drive in front unless it is handicapped but will continue to ticket lots. Jesse will write warning notices including keeping track of vehicle license no., dates of violation(s) up to three warnings. Repeated offenders parking in 30 minute parking zones, will be forwarded to EGF PD to issue ticket(s). The college drive will be closed in June due to construction project. It will reopen in January as a one-way with north diagonal parking. Loading vehicles illegally parking in front of shop doors must have their flashers on so a ticket is not issued. Becky will send out an email to trade depts. affected by this decision. Bob will notify the PD of this decision. These areas must stay open for emergency vehicles at any given time.

5. MSDS Information	Becky	Becky will email all employees reminding them where to find and inquire about MSDS and to forward any developments to Kristy. She will include the website.
6. Safety Inspection (Walk-Through)	Rick	All recommended Maintenance Projects remaining Rick spoke about must be completed as well as Academic concerns. Bob asked the committee if we should prepare our own walk-through this year and is it necessary each year. Becky suggested that the college budget \$4-\$5,000 for an outside vendor inspection every two years. Our next scheduled inspection should occur Fall 2008.
7. Severe Weather Drill	Becky	Becky will send out an email to all employees indicating that it is Severe Weather Week and that a drill will be performed Thursday at the same time as the City Public Alert.
8. Next Meeting		<u>Tuesday, May 20, 2008 @ 12 noon in Room 106 has been canceled.</u> Becky recommended to take May and August off from committee meetings. She would like the group to continue meeting June 17 and July 15 without her while she is on sabbatical leave. Bob will conduct each meeting while Becky is absent. Fall Semester will start off with our first meeting held September 16, 2008.
Adjournment		12:40 p.m.