



Northland Community & Technical College

Safety Committee Meeting

Date of Meeting-May 20 Canceled, Rescheduled: June 17, 2008

Time of Meeting-12:00 noon

Location of Meeting-Room 106

MINUTES

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

Topic	Responsible Party	Discussion/Outcome
Call to order		12:05 p.m.
1. Approval of Minutes	Bob	Approved.
2. First Report of Injury	Bob	A car accident occurred in TRF with EGF state employees sustaining minor injuries. Vehicle repairs are finished. The driver continues to visit her Dr. for neck rehabilitation from a whiplash injury.
3. Haz Mat DL Training & Regional MN Safety Meeting-Spring Session	Jesse	Jesse serves as our college liaison who attends our State (local and regional) meetings which pulls our surrounding college employees together approximately three times/year. <u>Regional Safety Notes:</u> Dept. of Employee Relations (DOER) no longer exists and continues to merge with other state agencies forming one name and website. Risk Management and Workman's Comp. Insurance were discussed and a Job Inquiry Contacts List was provided that will be distributed to personnel and depts. that work directly with these issues. The Fleet Safety Policy for all state agencies was another topic where a copy of valid drivers licenses should be on file as well as license checks. Do we need to collect and check this data annually? Passenger vehicles must have seatbelts and everyone buckled up before departing. If Lab vehicles do not have seatbelts, they should request to have them installed. 1) An employee and student

		driver defensive driving test will be completed on-line every three years. MNDOT is working on a plan and may possibly share their test with other state agencies by the second week of October, approx. when the Fall Conference is scheduled. 2) A twelve passenger van, towing training and/or driving extended hours test will be conducted also. Dave Agren, a reference for Loss Control and Auto Fleet Safety explained that employees do not get mileage reimbursement if you take your own vehicle that includes other family passengers for a work related event/conference. This should be addressed in July at our all employee meetings in EGF and TRF respectively. Jesse will forward an on-line resource link to all committee members. Pandemic concerns arose-will there be one anyway? The avian flu was mentioned and could potentially cover the US within four weeks. All employees would report to state agencies or to the nearest available location to work if a Pandemic occurred. An on-line resource: www.codeready.org <u>Haz Mat DL Meeting Notes:</u> Hazardous Waste Compliance covered the Ten Steps to Comply to Haz Waste Rules. Facilities personnel will be updated. Any contractor/vendor providing professional services for our state agency must follow a written MNSCU agreement with Haz Waste issues so they dispose of their products properly or we will be held liable if found in our dumpsters etc. Bob will double check if that statement is going to be added to our Professional Services Contracts.
4. Smoke Free Campus (comparison to four-year colleges)	Bob	Bring this concern to Kent, Becky and/or Facilities Dept. to ask if MNSCU will enforce this issue or continue to have smokers light up at most entrances which are not designated smoking areas. At this time, Entrance D is the only assigned smokers location.
5. Recycling Florescent Lights	Bob	Yes, lights are being recycled not thrown away improperly.
6. Next Meeting		July 15, 2008 in Room 106@12 noon
Adjourned		12:52 p.m.