



Northland Community & Technical College

Safety Committee Meeting

12/6/04
12:00 Noon
Room #411

Attendees: Mary Belanus, Rob J., Kent H., Bob G., Yvette S., Diane R.,

Topic	Discussion/Outcome
1. Call to Order	12:10
2. Approval of Minutes	Approved
3. Mercury Free Schools	We all received a hand-out from Bob. It was an e-mail from the state regarding our campus becoming mercury-free. This would be done by taking an inventory of all mercury and mercury-bearing items. The state would then provide non-mercury containing alternatives in exchange, at no cost to the college. The suggestion was made to include TRF campus in this project. This is a major safety issue and has to be done. The EGF campus wants to do this and could schedule both campuses at the same time if TRF wants to. Bob will talk to Becky Holthusen to coordinate getting this done.
4. Fire Drill	<ul style="list-style-type: none"> Bob reported that the fire drill went well last week. Bob plans to schedule a meeting with the designated personnel and report back at next meeting. Bob has talked to Sue Dalager about redoing all the tornado and disaster maps. The maps we have now are old and need to be updated since the remodeling of the building. It was suggested that we have signs in the hall that identify "Storm Shelter" and also identify the north and south hallways.
5. Emergency Procedures	Dave Andrys is working hard on the emergency procedures and is ready to meet with Bob. After that meeting he will attend a safety meeting. Whatever he does will be for both campuses.
6. Safety Issues	Safety issues should be discussed at the various meetings in the college; Division Chair, Student Services, Business Office, etc. Bob will ask Karla and Mary F. to put this item on their agendas for upcoming meetings.
7. Security Officer	Steve A. is requesting a list of the evening security officers, a picture ID and their schedules. A suggestion was made to introduce the officers to the staff and to post pictures of the officers on a bulletin board.
8. Signs for Safety	<ul style="list-style-type: none"> The money for signs will come from the various programs. Safety glasses: Becky can talk about this at the next meeting.
9. Safety Survey	<ul style="list-style-type: none"> The Safety Survey results will be brought to the next meeting to see what progress we have made and to see where we are at with the safety issues mentioned in the comments. Safety requests are usually sent to Bob via e-mail. Maybe we could post the request form on the intranet. MSDS Sheets – Bob has the master copy. Updates should be done once a year. Bob will check with Rick to get this done for the CLST lab. Kent has requested that Rick prepare a report for the next meeting stating which MSDS sheets have been completed and which ones are yet to do.
10. Meeting Day & Time	Safety Committee meetings will be held at 12:00 noon every other Tuesday after the first of the year. Since Becky H. is on our campus every Tuesday, moving the meetings from Monday's to Tuesday's will make it more convenient for her to attend.
11. Adjourned	12:35 pm

Next Meeting: 1/11/05 @ 12:00 Noon