

# Safety Committee Meeting Minutes

**TRF - Tuesday, October 28<sup>th</sup>, 12:00 – 1:00 PM, Room 545**

**Present:** Becky Lindseth, Julie Fenning, Tim Bergerson, Shannon Boen, Lynell Wayne, Clinton Castle, and Jerry Schulte.

**Absent:** Anita Lizakowski, James Jesme, Kent Wagner, Kristel Kizer, Lisa Handley, and Lynn McGlynn.

1. **Safety Inspection** – The safety inspection has been rescheduled for December 9, 10, & 11, 2008. Discussion was held on the process and procedure for the hazardous waste removal. The next removal date is scheduled for today by Safety Clean. Clinton will request another pick up by December 3, 2008.
2. **Safety Training Schedule** – The 2008-2009 required safety training courses have been scheduled. The email will be going out next week to all employees. Employees will be able to use the Northland website to view required courses and the new registration site STARS to register for these courses. A flyer and registration training video will be sent to all employees.
3. **Emergency Drills** – The Lock Down drill has been scheduled during the in-service on January 9, 2009 for all employees. Students will not be on campus during this drill. Becky will review faculty in-service schedule to determine the best time for the drills.
4. **First Report of Injury** – There are no reportable or unreportable injuries to report.
5. **WENS (Wireless Emergency Notification System)** –WENS has been piloted with MnSCU institutions, will complete implementation by Northland by Spring Semester. Discussion on best configuration for employee and students groups resulted in the recommendation to create several groups (Employees/Students – D2L, TRF, EGF, Roseau, Mahnomen) to create a system to notify specific groups of relevant emergencies. Becky will discuss with the EGF Safety Committee and final decision will be announced at the next meeting.
6. **Crisis Management Plan** – Becky requested changes to the Crisis management Plan. The plan will be updated and reformatted to reduce costs and to upload into Virtual Office. Plan is scheduled to be sent to all employees next week.
7. **Public Address System** – Clinton will be running a test on the Public Address system to ensure it is working order since the telephone upgrade. Becky will send an email to all employees letting them know the date and time of the test.
8. **Next meeting is November 25, 2008, 12:00 – 1:00 PM**