TRF Safety Committee Meeting
November 2008
12:00 – 1:00 PM, Room 545

Present: Becky Lindseth, Julie Fenning, Kent Wagner, Clinton Castle, Kristel Kizer, Jerry Schulte, Lynelle Wayne, Tim Bergerson.
Absent: James Jesme

1. **Safety Inspection December 9, 10, 11th** – Becky reminded everyone about the safety inspection and invited committee members to participate in the safety inspection exit conference. Exact time will be emailed to members on Dec. 11th.
2. **No reportable or unreportable injuries to report.**
3. **WENS** – Becky and Julie shared that the WENS system is almost ready to go. Julie is working with Chad Sperling, web master to create web pages in Vitural Office. January 12, 2009 an email will be sent to all employee and students with instructions on how to register cell phone numbers and personal emails. Julie will conduct training for WENS Administrators on January 9, 2009.
4. **Dryer Fires** – Becky shared an email from Don Beckering, MnSCU regarding recent dryer fires to alert everyone to the risks. Currently we have dryers in cosmetology, athletes, nursing, airport, and facilities. Clinton will ensure that maintenance and cleaning is being completed on these dryers.
5. **Safety Loss Control** – Becky shared a memo from Don Beckering regarding support for Safety Loss and Control efforts. This memo was signed by several leaders in MnSCU including Chancellor McCormick.
6. **Safety Training** – Becky and Julie discussed the final safety training schedule. Discussion was held on OSHA training standards and employee requirements. Any employee exposed to a workplace hazard, must be adequately trained prior to exposure.
7. **Facilities Access Policy** – Currently there is not an official policy in place regarding access to the facilities. The TRF campus procedure was reviewed. Becky will work with Bob and Clinton to provide a draft of a college-wide policy at the next safety committee meeting.
8. **College-Wide Safety Committee** – It was determined that the campus-based Safety Committee's would join to create one college-wide Safety Committee. These meetings will be held via video conference, and time will be given at the end of each meeting to address campus-specific concerns. Julie Fenning will create a new 2009 meeting schedule.