

**Northland Community and Technical College – Thief River Falls Campus**  
**Safety Committee Meeting Minutes**  
**February 10, 2005**

1. Members Present: Earl Frazer, Travis Ryder, Marie Sandsmark, Sheldon Schmiess, Kevin Stuckey, Tim Bergerson, Shannon Boen and Becky Holthusen.
2. Mission Statement
  - a. Northland Community and Technical College's Safety Committee will evaluate and address environment, health and safety (EHS) issues in all campus environments.
3. Training – Becky Holthusen distributed information received from the Office of the Chancellor regarding federal training guidelines. Becky will distribute the list to supervisors, administrators and department heads/division chairs and request areas are assessed relative to training needs for each area. The result will be to have a list of required training for all areas of the college for employees.
4. Written Plans – Becky Holthusen informed the committee that emergency preparedness, crisis management and continuity of operations plans need to be developed throughout the calendar year.
5. Sharps Disposal – Discussion was held regarding the need to have a sharps disposal located in an area of the college that is accessible during hours of operation. Earl Frazer will ensure that a sharps disposal is placed on the main campus in the unisex restroom and determine a location for a sharps disposal at the MEC, Swenson House and Airport Campus. Earl will inform Becky Holthusen of the locations so individuals can be appropriately notified of sharps disposal locations.
6. Meeting Date/Time – Discussion was held regarding future meetings dates/times. IT was determined Thursday is a workable day (not 11:00 a.m.). Becky will communicate to committee members who were not able to attend the meeting to determine a time that is suitable for the majority of committee members.
7. Other – Committee members were asked to inquire with their various bargaining units if there are any safety concerns that need to be brought to the safety committee for discussion. Any items of concern will be brought as agenda items to the next meeting.