

**Northland Community and Technical College – Thief River Falls Campus
Safety Committee Meeting - April 11, 2005**

1. Members Present: Kent Wagner, Shannon Boen, Lynell Wayne, Travis Ryder, Marie Sandsmark, Kevin Stuckey and Becky Holthusen.
2. First Aid Kits – Holthusen informed committee members that information about list of first aid kits is posted on the Northland web page. Also, two additional first aid kits have been ordered for two additional areas.
3. Hepatitis B - Holthusen indicated the cost to have a private company give hepatitis B shots on campus would be \$150 per person. Employees are able to obtain the vaccination at their primary care clinic at no direct cost to Northland.
4. Mercury Free Visit - Holthusen indicated the inspection was conducted during the week of March 14 on both the East Grand Forks and Thief River Falls campuses. Once a written report is received, it will be distributed to safety committee members and discussed at the next meeting.
5. Severe Weather Week – Holthusen informed committee members that severe weather week is the week of April 18-22, with April 21 being the date for statewide tornado drill. It was indicated that Northland may deviate from the statewide determined time due to the Interim President Presentation that will be occurring on each campus on April 21. Holthusen indicated that on the TRF campus, the public address system may be tested during the drill as well.
6. Minnesota Safety Council – Holthusen indicated that Northland is a member of the Minnesota Safety Council.
7. Safety Survey – A safety survey was distributed that was conducted on the EGF campus. Discussion was held regarding the survey and how the results could be used. It was determined to distribute the survey and the committee will review the response results.
8. Sharps Disposal – Holthusen will check with Earl Frazer to determine if this has been accomplished.
9. Gloves for mail room – Discussion was held regarding having latex free gloves available in the mail room for employee use.
10. Biohazard Signs – This item was placed on hold until Earl Frazer is present at a meeting.
11. Safety Day – Fall In-Service – Discussion was held about the possibility of having safety activities and training during the fall in-service; however, support staff frequently do not attend the fall in-service activities due to workload and student traffic. Discussion was held regarding the possibility of conducting safety training for support staff during the week of May 16.
12. Security – Kevin Stuckey discussed the meetings that Dr. Gunderson scheduled recently following the situation in Red Lake. Discussion was held regarding the need/desire to change the emergency code word effective fall semester. Holthusen also asked committee members to remind employees to carry their keys with them at all times in the event of an emergency. Holthusen will research and order key holders (neck and wrist) for employees to use.
13. Next Meeting – The next meeting is scheduled for Monday, May 9, 2005 at 3:00 p.m. Earl Frazer is to be included as a committee member.