

**Northland Community and Technical College – Thief River Falls Campus  
Safety Committee Meeting – October 18, 2006**

1. Members Present: Jerry Schulte, Shannon Boen, Marie Sandsmark, Kevin Stuckey, Clinton Castle, Tim Bergerson, Kent Wagner, and Becky Holthusen.
2. AEDs and AED Operations Manual – Holthusen indicated the College has purchased six AEDs to be placed on the EGF and TRF campuses. The AED Operations Manual was also distributed. The Maintenance Department was asked to conduct the weekly check of the AED indicator light on the four units that will be located on the TRF sites.
3. Mock OSHA Inspection – Holthusen indicated that mock OSHA inspections will be conducted on the two campuses during the 2006-2007 academic year. Once arrangements have been made, committee members will be notified.
4. Lockdown Drill – Discussion was held regarding a lockdown drill to be conducted in January 2007 during in-service. Stuckey will begin coordination efforts by contacting EGF and TRF law enforcement to discuss participation.
5. OSHA Matrix – Holthusen distributed information regarding OSHA safety training and the efforts to compile a matrix of safety training for each of the academic departments and service areas within the college.
6. Maps – Discussion was held regarding maps located throughout the buildings. Castle will update the maps with notations for placement of First Aid Kits, AEDs, sharps disposals and chemical spill kits.
7. Meeting Schedule – It was determined that the safety committee will meet the third Wednesday of the month at 3:00 p.m. for the remainder of fall semester. The next meetings are scheduled for November 15, 2006 at 3:00 p.m. and December 20, 2006 at 3:00 p.m.
8. Meeting adjourned.