



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-February 28, 2007

Time of Meeting-3:00

Location of Meeting-Room 662

Attendees: Becky Holthusen, Kevin Stuckey, Marie Sandsmark, Tim Bergerson, Kristi Lane

Absent: Gerald Schulte, Kristel Kizer, Kent Wagner, Sheldon Schmiess, Lynell Wayne, Clinton Castle & Shannon Boen

Topic	Responsible Party	Discussion/Outcome
1. Call To Order		3:15 p.m.
2. Approval of Minutes		January 24, 2007 minutes approved.
3. First Report of Injury		Updates: One injury report. Carpel tunnel related. Recommendation: Distribute DOER ergonomics information to employees.
4. Safety Inspection Update		NCTC received reports from the recent OSHA inspection. NCTC has a few areas that need to be improved upon or worked on. Becky will have copies of the inspection report for the next meeting.
5. MSDS On-Line Follow-up		Becky is working to secure a contract with on-line MSDS company. We would send this company our MSDS sheets, they scan our sheets in and post on a website. Hopefully contract will be secured in the next couple months.
6. Continuity of Operations (COOP) Update		Don Beckering is the coordinator of the COOP. Every MnSCU Institution eventually will need to have a COOP Plan. This is an overall plan for all issues which the Pandemic Plan would be a part of. Becky is anticipating trainings in March and completed by December 2007.
7. Business use of Vehicles		At a recent CFFO meeting, the Office of the Chancellor indicated they are designing a template to eventually be used by all institutions which will verify that employees needing to use a personal or state vehicle do in fact have a valid drivers license, minimum amount of personal liability coverage, and adequate driving record. More information to come.
8. Thefts on campus		Kevin Stuckey reported on a procedure for thefts that occur on campus whether it be college or personal property. A theft intake form has been drafted. Once the process and form are finalized, information will be communicated to employees and Security Officers will be directly involved in research.
9. Safety Training		HR has been working with Chad Sperling to develop an on-line survey with regards to required safety Trainings. Becky will notify those individuals who will be filling out the survey. Becky will research web-based safety training as well with implementation anticipated in July 2007.

10. Next Meeting		March 21, 2007 at 3:00 p.m.
11. Adjourned		Meeting adjourned at 3:40 p.m.