



# Northland Community & Technical College Safety Committee Meeting

Date of Meeting-September 19, 2007

Time of Meeting-3:00

Location of Meeting-Room 662

Attendees: Becky Lindseth, Kristi Lane, Lynell Wayne, Marie Sandsmark, Kent Wagner & Kevin Stuckey

Absent: Jerry Schulte, Clinton Castle, Kristel Kizer, Sheldon Schmiess, Tim Bergerson and Shannon Boen

Topic	Responsible Party	Discussion/Outcome
1. Call To Order	Becky	Called to order at 3:00 p.m.
2. Approval of Minutes	Kevin/Kent	Minutes from the April 25, 2007 meeting were approved.
3. First Report of Injury	Becky	Two injuries were reported; one maintenance employee on the TRF campus, needed no medical attention. Recommendation to this situation was to use state equipment and assure is in safe working condition. The second incident was off-campus with a customized training rep during a burn training exercise. No recommendations, was strictly an accident.
4. Lockdown Drill	Becky	Fall lockdown will take place at 2:00 p.m. October 22 for the TRF campus and October 29 for the EGF campus. Students and staff will be notified of the drill in advance. Committee members will be stationed at doors. Recommendation to research cost for public address system to outside of the campus; possibly incorporate fire alarm system into public address. January 2008 employee only drill at airport campus and for all employees and students sometime during spring semester. Kevin will bring all equipment/vests the day of the lockdown drill.
5. On-line Safety Trng	Becky	Securing a contract with Convenience Learning for on-line safety courses. This fall notices will be sent to employees on specific training.
6. Back Door Safety	Marie	The backdoor smoking area has a drop in the sidewalk which could be hazardous. Recommendations to possibly paint the area yellow as caution. Maintenance will take a look at the issue.
7. Miscellaneous	All	Exterior door on west does not have a handle; need handicap door opener installed on new bathrooms by workforce center.
8. Next Meeting	Becky	Had to change from October 17 to October 10 at 3:00 p.m.
9. Adjourn	Becky	3:45 p.m.