

Safety Committee

October 20, 2009

12:00 – 1:00 p.m., 115/545

Present: Julie Fenning, Becky Lindseth, David Hoefer, Sandy Bratvold, Danika Braaten, Kate Schmalenberg, Andrew Dahlen, Clinton Castle, Brian Larson, Lynell Wayne, Shannon Boen, Tim Bergerson. Minutes recorded by Diane Rapacz.

Absent: Bob Gooden, Rob Jung, Scott Fletcher, Jerry Schulte, James Jesme, Kent Wagner, Renee Kringlen

1. Introduction of Committee Members

2. Committee Purpose - Julie Fenning discussed the purpose of the committee and outlined the various elements of a Safety Management System. President Temte is asking the committee to focus on the regulatory element of the management system. The four areas include written programs, record keeping, safety inspections, and training. Julie will be working to create drafts and processes and will bring to the meetings for input from the committee members. In addition to OSHA, NCTC must comply with other safety standards such as EPA, building, and fire codes. With President Obama, enforcement activities have been stepped up within OSHA.

3. First Report of Injury – Julie is in the process of transitioning to Worker's Compensation, and has nothing to report at this time. A full report will be provided at the November meeting.

4. Pandemic Planning – Julie distributed a handout regarding pandemic FAQ's. This handout is a list of common questions and answers regarding the H1N1 influenza. Julie reported that there are currently 14 self-reported cases of H1N1 at NCTC at this time. Testing is only being done on those that are hospitalized or are at a higher risk for complications. Communication to students is updated regularly on the virtual office website www.northlandcollege.edu/pandemic with information regarding the pandemic flu. Flu prevention supplies are available in the mail/reprographic rooms such as gloves, wipes, etc. Disinfectant is also available in the bookstores for purchase using departmental cost centers. Clinton Castle reported that maintenance will be using paper towels instead of cloth rags to wipe the tables. ITS staff members are cleaning computers in the cyber areas with a disinfectant spray. Hand sanitizer stations are located throughout both campuses. Signs will be going up in the weight room to clean machines after use.

Discussion was held regarding whether the pandemic communication is frequent enough? A point was made that the pandemic e-mails are long; it is hard to read the entire message and grasp all of the information. Julie will work to send out more condensed messages. Julie will research with the CDC to see how long these germs can survive without a host. An idea came up to put together a demonstration video on precautions to take to guard against the flu that would play on the monitors throughout the campuses. This item will be discussed at the next meeting and will be put on the committee work plan.

5. **Committee Workplan** – President Temte and the Cabinet have a more action-oriented expectation of college committees this year. They have created a “Committees with Responsibility for Strategic Plan Success” handout. Discussed goals and strategy. The Safety Committee will develop an action plan to help accomplish that goal using the Work Plan FY 2010 template.

Ideas to bring to next meeting to include in work plan:

- Records were pulled from last year: 53% training compliance from faculty; 76% training compliance from support staff. It is expected that NCTC will be at 100% this year. Employees need to be trained before they begin work – first day or two will be spent completing their required training to stay in compliance. Julie’s office is now set-up to accommodate this training. Feedback was shared from last year regarding confusion employees had on where to go for their training courses. There were two locations (D2L/Convenience Learning). Now everyone can assess their training from one portal – D2L. Another feature added this year was to add the pre-test option to the safety courses. If you pass this, you have satisfied the requirements for the complete course.
- Need to research safety awareness month activities and also off-the-job safety items. Have safety tips in the weekly Pioneer bulletin.
- The committee agreed to add safety inspections by members to the work plan. Julie suggested that the committee take the training to assist them in recognizing and reporting hazards. Currently there is an option in GroupLink to report safety hazards. This will be the tool for the committee and employees to use when reporting safety hazards. Action Item: The Safety Committee will add this item to the work plan to take the Hazard Recognition training and be assigned designated areas that we are each comfortable with in the building to inspect. Will finalize this item of the work plan at the November and December meetings.

6. **Motor Vehicles Record Check:** As of November 1st, employees cannot drive unless eligible; cannot check out a car if ineligible. Faculty cannot check to see if students are eligible; students need to print out the document and show the instructor/advisor. Reminder: process takes 10 – 14 days. Discussion was held regarding the need for a process for state vehicles that are not a part of the regular vehicle fleet. This includes dedicated vehicles used by maintenance, FBM, COI, etc. Julie will draft a procedure and send an e-mail to the committee for suggestions. This should be shared at the November 4th cabinet meeting.
7. **FY2010 Meeting Schedule:** Committee agreed to meet the third Tuesday of the month at 12:00 noon. Next meeting will be November 17th. Julie will create a GroupLink appointment schedule to the committee members.