

# Safety Committee

November 17, 2009

12:00 – 1:00 p.m., 115/545

**Present:** Sandy Bratvold, Julie Fenning, Renee Kringlen, Kate Schmalenberg, Gerald Schulte, Jesse Adkins, Becky Lindseth, Danika Braaten, Mary Fontes, Andrew Dahlen, Brian Larson, Shannon Boen, Tim Bergerson, Bob Gooden, Scott Fletcher, Lynell Wayne and Mary Fontes (guest). Minutes recorded by Diane Rapacz.

**Absent:** Rob Jung, Dave Hoefer, and Clinton Castle.

1. **Drug Free Schools** – Mary Fontes shared information on the Drug Free Schools Act and some of the responsibilities associated with the requirements. Handouts were provided to the committee on requirements and recent work complete towards these requirements. The Safety Committee will assist in accomplishing the requirements and activities for the Drug Free Schools Acts and the activities will be added to the Safety Committee work plan. See attached handout.
2. **Safety Management System** – Julie provided a handout with the nine elements of a Safety Management System. The complete implementation of a safety management system can take several years, so the committee will focus on the regulatory items at this time. These items include:
  - a. Assessments & Audits
  - b. Hazard Recognition Evaluation & Control
  - c. Leadership Commitment
  - d. Operational Safety & Health Programs

These items will be included in the Safety Committee work plan.

3. **Safety Committee Work Plan** - The committee discussed various items to include in the work plan and assigned responsibility for each activity. See attached document.
4. **Next Meeting – December 15, 2009, 12:00PM, 115/545.**