

Safety Committee Meeting

December 15, 2009

12:00 – 1:00 PM, 115/545

Present: Julie Fenning, Sandy Bratvold, Kate Schmalenberg, Lynell Wayne, Andrew Dahlen, Shannon Boen, Tim Bergerson, Kent Wagner, Jerry Hanson, Renee Kringlen, Clinton Castle, Bob Gooden, Danika Braaten. Minutes taken by Mary Kuske, Work-study student.

Absent: Becky Lindseth, Scott Fletcher, Dave Hoefer, Rob Jung, and Jerry Schulte.

1. **H1N1 Situation Update** – Julie shared that the H1N1 situation is starting to slow down with decreased cases. Everyone is still encouraged to take precautions as the third wave is expected to hit December/January.
2. **Emergency Preparedness Training** - Tracy Worsley from the Office of the chancellor will be conducting emergency preparedness training for supervisors on Wednesday, December 16th. He will also look at our designated tornado shelter areas.
3. **First Report of Injury** – Worker's Compensation has been transferred permanently to Kristi Lane. We had one recordable lifting/shoulder injury in November. All first report of injuries will now be reported to Kristi Lane.
4. **Safety Policy and Procedure** – Handouts were provided on the current policy and procedure for the committee to review. Final changes, if any, will be made at the January meeting.
5. **Safety Inspections** – The committee reviewed the ideas for the packet and tool kit for safety inspections. Safety Committee members were assigned various sections of the buildings.
 - a. **ACTION ITEM:** Julie, Bob, and Scott will work to create the safety inspection kits.
 - b. **ACTION ITEM:** Inspections will be due March 15th
 - c. **ACTION ITEM:** Final corrections complete by June 30th or sooner depending on seriousness of hazard.
 - d. **ACTION ITEM:** Julie will update the assignments and send out to group.
6. **Review Final Workplan** – Committee reviewed the final work plan and Julie will submit to Cindy by the deadline of December 31, 2009.
7. **Next Meeting: January 19, 2010**