

Safety Committee

February 17, 2010

12:00 – 1:00 p.m., 115/545

Present: Sandy Bratvold, Julie Fenning, Gerald Schulte, Jesse Adkins, Danika Braaten, Shannon Boen, Bob Gooden, Lynell Wayne, Clinton Castle, Jeff Laskowske, Jerry Hanson, Kent Wagner

Absent: Kate Schmalenberg, Tim Bergerson, Renee Kringlen, Scott Fletcher, Rob Jung, Andrew Dahlen, Becky Lindseth

Injury Report

Julie reported that there were no injuries to report in TRF. All injuries need to be reported to Kristi Lane.

Fire Alarms

There was discussion on the fire alarm system on the TRF campus and the confusion involved when the fire alarms go off. Julie suggested that a task group be created to review the processes and create a standardized, college-wide process.

Fire Drill Task Group: Bob Gooden, Clinton Castle, Shannon Boen, Julie Fenning, Jeff Laskowske. The task group will meet before the March meeting to review the fire alarm system process. The group was directed to bring drafts and ideas to that meeting.

Tornado Drills

April is severe weather awareness month. Right now each campus is doing things differently. It was suggested that the drills be standardized for both campuses. Julie suggested that a task group be created to review the processes and create a standardized, college-wide process.

Tornado Drill Task Group: Jerry Hanson, Clinton Castle, and Kent Wagner. Clinton will visit with Bob to get ideas on the tornado drills and how they are handled on the EGF campus.

Safety Inspection Kits/Schedule

Julie reviewed and explained the steps of the safety inspection kit with the committee and reminded the committee that all inspections are to be completed by March 12, 2010. NCTC employees have been notified and Julie encouraged the committee to allow employees to participate in the inspections. Also included in the kit is the OSHA Safety Inspection Check List that shows what to look for when conducting inspections. There is one safety kit on each campus to be checked out with Julie on the TRF campus and Bob on the EGF campus.

A suggestion was made that we rotate inspection areas each year so we get different eyes doing the inspecting. The committee will revisit how often inspections should be conducted.

The Safety committee is setting the example, so members were reminded to use safety equipment and proper PPE in those areas where it is required.

Mock Inspection

After the meeting committee members broke into groups on each campus to walk through a mock inspection. Bob and Clinton pointed out to the teams what to look for when doing inspections.

Next Meeting: March 16, 2010

Recorder: Diane Rapacz