

Safety Committee

March 16, 2010

12:00 – 1:00 p.m., 115/545

Present: Sandy Bratvold, Julie Fenning, Gerald Schulte, Shannon Boen, Clinton Castle, Jeff Laskowske, Jerry Hanson, Kent Wagner, Tim Bergerson, Renee Kringlen, Andrew Dahlen, Becky Lindseth, Bryan Berger

Absent: Kate Schmalenberg, Scott Fletcher, Rob Jung, Jesse Adkins, Danika Braaten, Bob Gooden, Lynell Wayne,

Safety Inspection Update

Julie reported that the committee task groups did an excellent job with the safety inspections – several hazards were found and Julie is working on entering them all into GroupLink and then will be able to track the progress. The whole EGF building has been inspected except for Julie's area, which will be completed soon.

Each group reported on their findings. It was reported that employees were receptive and wanted to join in on the inspections. The employees were willing to help with the inspections.

The findings will go to the facilities directors and if anything crosses over into a program, then Julie will work with them on that. Julie will work with Bob and Clinton to prioritize the hazards. A date of August 31, 2010 was set as the deadline to fix the hazards.

It was agreed by all that the inspections should happen annually.

Fire Alarm Task Group Update

Julie provided a copy of the *Fire Alarms Safety Task Group Minutes* – handout is attached.

It was suggested that fire extinguisher training be conducted at the in-services held twice a year at NCTC.

Clinton reported that it would cost approximately \$3,500 to connect the fire alarm systems between the two buildings on the TRF campus. This will happen as soon as possible.

Fire drills need to be standardized between the two campuses. At the next meeting Julie will have drafts for the committee to review for the emergency personnel procedures.

There will be a college-wide fire drill in October during the fire awareness week.

In May, an equipment drill will be conducted through the PA system to make sure the equipment is working properly.

Jeff Laskowske reported on extinguisher online training.

Injury Report

There were no reportable injuries to report since last month's meeting.

Pandemic Update

Julie asked the committee if they had heard anything regarding pandemic planning. Does the committee think we need to send out more information? There were no comments of concern.

It was agreed that we should still continue with the workstudy students spraying/wiping down the computers and the commons area and also providing wipes/supplies in the mail rooms on each campus through the end of the academic year.

Safety Improvements Update

Julie reported that two grants – one for each campus - were submitted for safety improvement – these are all listed on the handout. All items listed on the Safety Management System Project Chart have to be completed by June 30, 2010.

The committee was reminded that we will need to do all of the items on the list only if we do not get the two grants from MNOSHA Consult. Julie will keep the committee updated on this.

There was much discussion on the Safety Management System Project Chart. Names of those responsible for each task were clarified and added to the hand-out.

Julie reported that GroupLink can be set-up to send monthly inspection reminders, which will be very efficient.

Julie will schedule sound testing for various equipments across the campuses and reported that we can use COI testing equipment.

Safety Training Incentive Program

This item has been tabled until the April meeting.

Next Meeting: April 20, 2010

Recorder: Diane Rapacz