

# Safety Committee

September 21, 2010

12:00 – 1:00 p.m., 115/545

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**Present:** Sandy Bratvold, Julie Fenning, Jeff Laskowske, Becky Lindseth, Gerald Schulte, Jerry Hanson, Danika Braaten, Lynell Wayne, Andrew Dahlen

**New Committee Members:** Birgir (Biggi) Haraldsson, Jennifer Killmer

**Absent:** Scott Fletcher, Kent Wagner, Shannon Boen, Tim Bergerson, Jesse Adkins, Bryan Berger, Kate Schmalenberg, Bob Gooden, Clinton Castle

**Guest:** Scott Godfrey

## **Committee Work Plan - Handout**

Scott Godfrey explained President Anne Temte's goals regarding the committee work plans:

- President Temte is requesting that all committee work plans be measurable – everything listed on the form needs to show progress and eventually all will be posted publicly.
- There is a push to get the reporting done by the end of fall semester.
- Scott will be contacting all committees to get updates which he will then post to the website.
- The retroactive information needs to be as detailed as we can get it to make the committee look good.
- Reporting will be different for each activity on the work plan.
- The goal is to make sure the Strategic Plan is a living document and that it really is making a difference.
- This information will be posted to the website by the end of the semester and will be updated every month or as needed – the timeline has not yet been established.
- Scott reported that all of the entries on the Safety Committee work plan were sufficient for measurement.

Discussion:

- Julie reported that the committee will take the time at future meetings to record their progress on activities accomplished.
- A process was established to report by submitting updates to Julie and then Julie will submit the update information to Scott Godfrey to post to the website.
- Find out if it is possible that committee chairs can update the website. It was noted that it would be subject to errors if too many members have access.
- Information will be entered into an Excel spreadsheet.

**Injury Report – No incidents to report**

### **Summer Safety Projects**

Julie reported that a consultant was hired to get a start on the written documents that were required by OSHA. This was done during May, June, July, and August. Julie and the consultant wrote procedures for all of the confined spaces and all of the lock-out, take-out situations. All of that is complete, but still needs to be implemented and posted in all areas. Julie will create an action plan and send to committee members for those that might want to volunteer.

The consultant also did a complete hazardous chemical inventory. Julie reported on the updated MSDS's and the MSDS's that have been eliminated which will save the college about \$4,500.00. Employees have to let Julie know when chemicals are no longer in use in the college so the MSDS can be eliminated. Julie is the MSDS contact. Julie has communicated by e-mail and will create an S.O.P. for this process. Creating a procedure will be on the action plan.

It was suggested that inspections happen more often and have a presence more than once a year. Cabinet is recommending that inspections are done twice a year.

It was suggested that we have a Safety website so that when we want to purchase, replace or eliminate material that it would be entered into a database and would automatically populate Julie's database.

### **New Safety Projects**

- The cabinet has requested that the Safety Committee inspections have a presence more than once a year and at a minimum of two times a year.
- Julie will work on a schedule for inspections and a walk through.
- OSHA 300 Logs – these are recordable injuries.
- Need to create a 300 log for the Roseau site and the Airport.

Julie reported on the four regulatory components of OSHA:

- Record Keeping
- Safety Training – need to develop an incentive plan for employees to complete their safety training.
- Written Program – these are in a final draft form. Julie will send to committee members first to review and then send out to the employees.
- Auditory, medical fit testing, and respiratory testing.

Biggi Haraldsson reported on the airport site safety counsel.

### **2010-2011 Meeting Date/Time:**

Safety committee meetings will be held at 1:00 p.m. on the third Tuesday of each month.

Recorder: Diane Rapacz