

Safety Committee

October 19, 2010

12:00 – 1:00 p.m., 115/545

Present: Sandy Bratvold, Julie Fenning, Jeff Laskowske, Becky Lindseth, Gerald Schulte, Danika Braaten, Andrew Dahlen, Biggi Haraldsson, Shannon Boen, Jesse Adkins, Bryan Berger, Bob Gooden, Clinton Castle, Jerry Hanson, Kent Wagner

Absent: Kate Schmalenberg, Jennifer Killmer, Lynell Wayne,

Fire Drill Follow-Up

- The fire drill was cancelled at the airport campus at the last minute due to lack of facilities personnel available.
- When planning future drills, it was suggested to take into consideration the online testing hours – from now on, students will be notified in advance as well as employees.
- The fire alarms for the east and west wings on the TRF main campus have not yet been connected. Clinton shared that they will be up and running by the next fire drill.
- Further research will be done to get quotes on outside speakers. If financially feasible, outside speakers will be installed on both campuses and the airport site.

Injury Report

Julie reported that there were no reportable injuries this month.

Workplan Update

There was discussion on using goupink tickets to report the committee progress relating to the strategic plan. Julie will create the tickets and send to participating committee members to add their information to it or make comments.

Inspection Schedule

At the last meeting there was discussion about having inspections in February. Committee agreed to conduct over spring break. Julie will rearrange everyone's assigned section and share at the next Safety Committee meeting.

Written Programs

Julie reported that the written programs are now ready for the committee to review. They have been saved on the: "N" drive > Safety Committee > Written Safety Programs. Julie will send half of the plans to the committee to review at the November meeting and the other half at the meeting in December. The committee will send Julie any changes or ideas. Julie will then send to the college community to review, which will then be posted. NCTC will be compliant when this has been completed. The goal is to have the final plans posted by the end of December.

Drug Free Schools

The Safety Committee is responsible to prepare the biennial report for Drug Free Schools. Julie will send an e-mail to employees requesting information from anyone that has sponsored an event or class/course regarding this subject. This report is due December 31st.

GroupLink tickets – update on Safety Inspection Tickets:

Clinton & Bob reported on the progress of their GroupLink tickets. The majority have been completed with a few yet to complete and new ones coming in daily.

Chain Saw Training

After a discussion with our safety consultant, Kelly Klein, it was discovered that employees use chainsaws for various reasons on campus. By using a chainsaw, we fall under the Logging Standard and which has additional training and PPE standards. Because we need to use chainsaws, Clinton and Bob have decided to send Shannon Boen & Jesse Adkins to additional safety training. Julie will look into it to see if the fire technology faculty also need to be included in the training. She will share at the next safety meeting.

Safety Tests

Julie shared that to be in compliance with the Hearing Conservation safety program and the Respirator Protection program, fit testing and audio metric testing need to be conducted. She has scheduled them for November 12th during the faculty in-service on the EGF campus. Julie will notify the employees that are required to attend each testing.

Recorded by: Diane Rapacz