

Safety Committee

November 16, 2010

12:00 – 1:00 p.m., 115/545

Present: Sandy Bratvold, Julie Fenning, Jeff Laskowske, Becky Lindseth, Gerald Schulte, Danika Braaten, Andrew Dahlen, Shannon Boen, Jesse Adkins, Bryan Berger, Bob Gooden, Jerry Hanson, Kate Schmalenberg, Lynell Wayne

Absent: Jennifer Killmer, Biggi Haraldsson, Clinton Castle, Kent Wagner

Injury Report (Julie Fenning)

Julie reported that there were no reportable or unreportable injuries this month.

Lock Out Tag Out Procedures (Julie Fenning)

The procedures are ready and now need to be posted at each site. Julie will print and laminate these procedures and then Bob Gooden and Jerry Hanson will post on each campus. Julie reported that when this is complete, we will be compliant in the lock out tag out area.

Safety Inspections Schedule (Julie Fenning)

A walk through safety inspection of each campus will be scheduled with the consultant on the following dates:

December 9th - TRF Campus

December 16th – Airport Site

January 20th - EGF Campus

Julie will enter the information into GroupLink. Julie is looking for a volunteer to go on the walk-thru with the consultant, just in case Julie is gone on her maternity leave. Volunteer: Bob Gooden - EGF campus.

The committee decided that the December/January safety inspection will take the place of the committee members' February inspections. The next Safety Committee inspections will be in October.

Safety Activity Updates

Updates were given on the following:

Jack Inventory – EGF (Jesse Adkins) – EGF inventory is complete. All jacks have been inventoried and faculty and responsible employees have been directed to conduct monthly inventories.

Jack Inventory – TRF (Jerry Hanson) – Has been scheduled.

Confined Space (Jeff Laskowske) – Working on finalizing Confined Space written program, purchasing required PPE, and developing a training course for employees.

Outdoor Speakers – EGF (Bob Gooden) – Bob is working with Simplex to get a quote and action plan to order and install speakers.

Tornado Safety – EGF (Bob Gooden) – Julie and Bob will make recommendations for new shelter areas due to the new construction and excess glass in current shelter areas. Once spaces have been determined, signage will be ordered.

Tornado Safety – TRF (Cory Feller/Jerry Hanson) Shelter areas have been updated, signage purchased, and will be hung in the next couple weeks.

Written Safety Programs (Julie Fenning)

Julie is extending the review and approval for the first seven written safety programs by another month. The committee was asked to look at the written safety programs before the next meeting. Julie will send out to the committee an updated version from the changes already made. The deadline for the committee to get changes to Julie is December 8th. The committee will review the programs at the next meeting on December 14th before they get posted to the website. Julie will be able to upload all of the programs and forms to the website after they have been revised and approved.

Miscellaneous: Chainsaw Safety

The grounds people on each campus are required to take training and purchase the proper protective equipment – this is a one day course. Jesse will continue to follow-up with the instructor from Crookston to get the training on the schedule. It was reported that the EGF campus has the proper protective equipment, but TRF campus does not and will need to purchase. The fire training/rescue employees are already wearing appropriate PPE and need only take basic training.

Spring 2011 (Julie Fenning/Becky Lindseth)

Becky will act as the Safety Committee lead while Julie is on a three-month leave. Julie reported that she will try to create all Grouplink tickets before she goes on leave, but would like a volunteer to help with this from the EGF campus.

Next Meeting Date - December 14, 2010

The goal for the next meeting is to get the first seven written plans reviewed and approved.