

Safety Committee

Tuesday, May 17, 2011

12:00 – 1:00 p.m. in Rooms #115/#545

Present: Clinton Castle, Bryan Berger, Jerry Hanson, Lynell Wayne, Julie Fenning, Danika Braaten, Jesse Adkins, Sandy Bratvold, Becky Lindseth

Absent: Andrew Dahlen, Kate Schmalenberg, Kent Wagner, Gerald Schulte, Bob Gooden, Biggi Haraldsson, Curtis Zoller, Jeff Laskowske, Shannon Boen

Injury Report

Becky reported that there were no reportable or non-reportable injuries this month.

Minnesota State Safety Conference Report – Jesse Adkins

- Jesse recapped the sessions that he attended at the conference and reported on those sessions that pertained to the committee. This conference was mostly done as power point presentations. Jesse has a CD that is available for the committee to review. Julie will have this available for the committee to review. **Update: Materials are available on the N Drive, Safety Committee, 2011 Safety Conference Materials.**
- Ideas from the conference
 - **Safety walk-through inspections:** Suggested to take place once a month instead of twice a year.
 - **Potential Hazard and Near-Miss Reporting:** Incident reporting is used as a way to document near accidents. NCTC does not have incident reporting. This is a good tool to prevent accidents from happening.
 - **Confined Space:**
 1. The presenter talked about developing a confined space hazard plan for each space and a rescue plan for each area.
 2. Colleges are encouraged to let the local EMS department know where the college confined spaces are. When they arrive on the scene of an accident, they take over. Calling “911” is not part of the rescue plan. Employers must provide the rescue within 4-6 minutes. NCTC has a plan that could be developed, but will need to look closer at the current procedures.
 - **Safety Topics:** Jesse made the suggestion for NCTC committee meetings to have “Safety” on the agenda and open the meeting with a safety question such as; “Are there any safety concerns”? Remind committees to bring any safety issues to the attention of the Safety Committee. Doing this would get the Safety Committee out there and more visible.
 - **Safety Committee Idea: (see handout attachment)**
 1. It is only the good committees that achieve results. Committees should be made up of 3-7 members and members should rotate every 3 years.
 2. This gives a fresh look at the safety culture and provides training for new members.

3. If you can't attend a meeting, get a replacement for the meeting. This is a good way to get new members involved.
4. Do not take the summer off from safety committee meetings; safety is important all year long.

Julie suggested that the committee look at these suggestions Jesse brought back from the State Safety Conference and implement some of the ideas.

MSDS Update

During the time that we were doing inventory on the MSDS's, an upgrade was done so the old system does not work. Julie is in the process of making a new "JING" video on how to use the new system. There are 231 items that are missing information and are not in the on-line inventory. It is urgent that we fix these 231 items. Bob and Clinton will help Julie to update this information. Anyone can now go into GroupLink to update a new MSDS. Employees can now replace, delete, or add a new MSDS.

Next Meeting: June 21, 2011 @ 12:00 Noon in rooms #115/#545

Recorded by: Diane Rapacz