

# Safety Committee Meeting Minutes

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July 19, 2011  
12:00 – 1:00 PM

**Present:** Julie Fenning, Becky Lindseth, Bryan Berger, Bob Gooden, Clinton Castle, Danika Braaten, Jerry Hanson, Shannon Boen, Sandy Bratvold, Jesse Adkins.

**Absent:** Kate Schmalenberg, Biggi Haraldsson, Kent Wagner, Jerry Schulte, Curtiss Zoller

- 1) **Injury Report** – There were no reportable or nonreportable injuries.
- 2) **PPE Assessments** – Julie extended the deadline for input from the committee for help creating the PPE assessments for the hazards in the college. **ACTION ITEM:** Committee members were asked to send any comments to Julie prior to the next committee meeting. (August 16, 2011)
- 3) **Faculty In-Service Safety/Security Presentation** – Julie requested ideas from the committee for the presentation. She also extended the invitation to the committee to co-present. Ideas brought forward included:
  - a. Introduce Safety Committee Members
  - b. Safety Reminders – Remind employees about general safety guidelines
    - i. Safety Glasses
    - ii. Caution in construction areas
  - c. MVRC Update
  - d. “How To” Demonstrations
    - i. Safety Training/D2L
    - ii. MSDS – Upgraded System
    - iii. Grouplink - Safety Hazard Ticket
    - iv. WENS
  - e. Injury Reporting
  - f. Security
    - i. Building Attendants Schedule, Services
    - ii. Code Word
    - iii. Emergency Procedure – All employees are empowered to dial 9-911
- 4) **Safety Items from Committee Members**
  - a. Hearing Conservation – **ACTION ITEM:** Julie will schedule appointments for Jesse Adkins and Shannon Boen for hearing screening.
  - b. **ACTION ITEM:** Julie will research fall protection requirements for NCTC roofing work for NCTC employees.
  - c. **ACTION ITEM:** Julie will purchase safety glasses and cabinets for each location requiring safety glasses. These will be for non-program employees and visitors. Julie will work with facilities to install.
  - d. Reporting Safety Violations – A question was asked about the procedure for reporting safety violations by employees. It was suggested that the employee give a friendly reminder to the employee if appropriate. If not appropriate or if not effective, report all violations to Julie Fenning, Safety Officer. Julie will proceed with written communication to the employee’s supervisor.
- 5) **Next Meeting – August 16, 2011**