



Northland Community & Technical College Safety Committee Meeting

Date & Time: Nov 15, 2011, 12:00-1:00pm
Campus & Room #115/545

MINUTES

Attendees: Julie Fenning, Bob Gooden, Clinton Castle, Danika Braaten, Bryan Berger, Jeff Laskowske, Cory Feller, Jerry Hanson, Curtis Zoller, Andrew Dahlen, Sandy Bratvold.

Absent: Becky Lindseth, Kent Wagner, Rob Jung, Jesse Adkins, Biggi Haraldsson, Shannon Boen.

Topic	Responsible Party	Discussion/Outcome
Second Chair	Julie	Clinton Castle and Bob Gooden will rotate as chair of the Safety Committee in the event Julie Fenning is absent. No future Safety Committee meetings will be canceled.
Monthly injury to report	Julie	There are no reportable or nonreportable injuries to report.
Safety Conference Follow Up	Julie	EPA and MPCA are pushing the hazardous waste program. Don Beckering will be invited to both campuses to do an analysis of our hazardous waste program. Employees will be required to take hazardous waste training.
Fire Drill Follow Up	Julie	TRF- no problems Airport campus- Curtis Zoller will find out and email a update EGF- the north side of the building had trouble hearing the announcements. Bob Gooden is going to make the addition of extra speakers. Julie reported that we are required to conduct four fire drills per year.

		<p>Tentative Schedule:</p> <ul style="list-style-type: none"> • October • April • July • Surprise
Safety Inspections	Safety Committee	Not all areas have been inspected and still need to be completed. There was clarification on space heaters. They cannot have the red coils and they have to turn off if they are tipped over. Please report to facilities if any heaters are found. There might be alternative heat sources that can be used.
Healthy Campus outdoor Walking route	Jesse/Julie	Concerns about the outdoor walking route on the EGF campus were discussed. There is a section of the route that doesn't have sidewalks and employees would have to walk in the street. Bob Gooden is going to work with risk management as a first step to see what the college's liability is, and report back at the next meeting.
Door Locks – Severe Weather/Lockdown	Bob/Julie	An idea was brought forward to look into programming the electric locks for specific reasons. The doors on both campuses could be programmed to be automatically locked during a lockdown and the shelter areas that could be locked could be opened during severe weather. Tabled.
OSHA/MPCA Recommendations/Requirements	Julie	OSHA/MPCA gives out requirements and recommendations. Do we want to just do what is required or go above and use the recommendation they give. It was discussed that this would go on case by case basis based on severity of the risk, cost to control, etc. Each requirement/recommendation would have the program/departments brought in to discuss a solution.
Logout/Tagout and Confined Space	Bryan	In the process of posting the final signage. Once assessments are completed, NCTC will be compliant in these areas.
Meter	Jeff	The gas meters need to be calibrated and should be set up on a regular maintenance schedule. Julie and Jeff will work on together.
Next Meeting		December 20, 2011