

Safety Committee

March 20, 2012

12:00 - 1:00 PM, Rooms 115-EGF/545-TRF

Meeting Agenda with Minutes

Present: Becky Lindseth, Bob Gooden, Danika Braaten, Julie Fenning, Kent Wagner, Sandy Bratvold, Lisa Gunderson

Absent: Andrew Dahlen, Biggi Haraldsson, Bryan Berger, Clinton Castle, Curtis Zoller, Gerald Schulte, Jeffery Laskowske, Jesse Adkins, Shannon Boen

1. February Meeting Minutes Recap
 - a. 300 Log is complete. Julie will give it to Becky to sign it.
2. Injury Report -
 - a. No Injuries reported.
3. Safety Committee Activity Action Plan 2010 and 2012 - Handouts
 - a. Hazardous Chemical & MSDS Inventory - Discussion was held on how to get control of the Inventory Lists. There are currently 200 missing MSDS labels that could not be read. It was decided that a list should be created by department and then designate the department heads to be responsible for maintaining the inventory lists. The effort and expense that would go into creating the lists would be worth it because it will create efficiency later. Julie will work on creating the department lists. Julie will also schedule the Walk-Through with McNeil for the year 2015.
 - b. Scissor Lift will need to be scheduled for inspection. OSHA requires the inspection.
 - c. Hoist Inspections – performed once a year.
 - d. Jack Inspections – Faculty is qualified to inspect the jacks and it is required they inspect them monthly. A faculty member who uses the jacks inspects them every time he uses them and does red-tag them if something is wrong with it. If there are issues with the jack the instructor should not use it but red-tag it. The NCTC employees are covered by liability issues by the State of MN.
 - e. Safety Labeling/Signage – Severe Weather locations on the EGF campus have been changed on campus and signs have been placed to designate the space. TRF main campus and airport campus will still need

to be updated. Because of the nice spring weather so early for us, Julie will be sending out “Emergency Procedures” e-mails earlier than what is normal. A fire drill has been scheduled for April 19th and 1:45 pm.

- f. Hearing Conservation Program – noise assessments have been conducted.
- g. Respiratory Protection Program – it is now time to conduct testing for the year.

4. Budget Request – Handout

- a. The Safety budget is \$16,000.00. Julie has put in a budget request for \$10,000.00

5. System Office Shared Services Initiatives – Julie has been selected to be on a Task Force that has a purpose of putting together a proposal for Shared Services to conduct Online Training.

- a. Mandatory Training – NCTC is currently ahead of others because of the online training that is conducted.
- b. MSDS

6. Safety Ticket Report – Handout

- a. There are currently 104 Open Safety Tickets assigned to Safety, all of them are Academic/Program related. The Deans are now working with Julie to get the tickets completed by the April 2nd deadline.
The goal is to have zero tickets open.

7. Safety Program Review – Julie shared it was time for the written safety programs to be reviewed. The committee agreed to review the first six by the next meeting. They are found at the following link:

www.northlandcollege.edu/safety

- a. ANWAIR
- b. Bloodborne Pathogens
- c. Chemical Hygiene
- d. Community Right to Know
- e. Compressed Gases
- f. Confined Space

8. Safety Concerns from Committee –

- a. EGF did not have any concerns for the Safety Committee

- b. TRF – Transformers located on the East side of the building that need to be removed. Julie would talk to Clinton about them.
- c. Students – the students brought up the lack of proper signs on the EGF campus on exterior doors. This is a matter for the Facilities Committee. The Facilities Committee is aware of the need and they are in the process of ordering new signs.

Next Meeting: April 17, 2012