

Safety Committee Minutes

May 21, 2013
12:00-1:00 p.m.
Rooms 290/545

Present: Julie Fenning, Becky Lindseth, Clinton Castle, Mary Fontes, Sandy Bratvold, Steve Crittenden, Lynell Wayne, Kent Wagner, Jesse Adkins, and Tyler Beckman.

Absent: Bob Gooden, Bryan Berger, Jeffrey Laskowske, Danika Braaten, Jodi Stassen, Kasandra Klinkhammer, Shannon Boen, Curtis Zoller, Andrew Dahlen, Cory Feller, David Christian, and John Beck.

1. **Injury Report** – There were no recordable or nonrecordable injuries to report. Julie reported that the airport employee first aid kit has gone through an extremely large number of bandages for minor cuts/scrapes. It was reported that students might also be using the kit. **ACTION ITEM:** Tyler will make sure it is communicated that the first aid kit is for employee use and that the kits located in the classrooms/labs are for student use.
2. **Hazardous Waste Final Report** – This report has been submitted to Don Beckering at the system office. There are still some employees that need to complete the required hazardous waste training by the June 30th deadline. **ACTION ITEM:** Julie will send additional reminders.
3. **Safety Training** – There are still some people who have some safety training yet to complete. They will be getting weekly reminders to complete by the June 30th deadline.
4. **Emergency Preparedness Activities**
 - a. **Tornado Drill Follow-Up** – The drill went well in all locations. Note: People in the fire tech building in EGF should evacuate to the main building in the case of a tornado, granted that they have enough time to get there. **ACTION ITEM:** Julie needs to communicate this again as this did not happen during this drill.
 - b. **Fire Alarm Procedures – New Language** – Response from MnSCU – Julie discussed the possible update concerning an active shooter when the fire alarm is activated with Tracy Worsley. The procedure to NOT evacuate unless there is smoke visible was not advised. Instead, it is advised to use caution while evacuating and not to rush to evacuate and use caution.
 - c. **New Signage** – Julie shared the request from law enforcement to color code within the buildings, as well as the plan to complete this request. Members present didn't have questions and agreed to proceed with the project. This should be completed over the summer.
5. **Facilities/Safety Conference**
 - a. **Enforcement Activities** - OSHA has been increasingly active in MnSCU. There have been five visits to the campuses in the past six weeks. Three were unscheduled compliance visits and the other two were due to employee complaints. This is expected

- to continue. **ACTION ITEM:** It is encouraged to keep your eyes open when walking around for issues and fill out a Group Link ticket.
- b. MSDS** – There will be a switch on June 30th for our online MSDS program. It will be switched to MSDS online which is significantly less expensive as the system office covering the majority of the cost. We have hired a workstudy student, Michelle Olson, to upload our inventory of over 1800 MSDS' in to the new system. There is a large cost savings to the college to go with this program.
 - c. Safety Training** – The safety training will also be switching. It is \$8.00 a course right now and the switch will bring it to \$5.00 a course. This switch will be seamless to employees and will take place over the summer.
- 6. Safety Kleen** – A discussion was held about Safety Kleen. There has been some concerns on the EGF campus. Julie will work with Jesse and Safety Kleen to ensure concerns are addressed.
- 7. Follow up** – There was discussion regarding a Group Link ticket for a hose reel in the fire tech shop in EGF. **ACTION ITEM:** Julie will look into this and ensure it is addressed.
- 8. Next Meeting – June 18, 2013**