

# Safety Committee Minutes

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October 25, 2013

11:00 a.m. -12:00 p.m.

Rooms: 290/735/AC13

**Present:** Becky Lindseth, Amanda Johnson, Bryan Berger, Colleen Kukowski, Cory Feller, Danika Braaten, Kari Connor, Kasandra Klinkhammer, Sandy Bratvold, and Tyler Beckman.

**Absent:** Julie Fenning, Bob Gooden, Clinton Castle, Andrew Dahlen, Brian Huschle, Curtis Zoller, James Jesme, Jeffery Laskowske, Jesse Adkins, Kent Wagner, Lynell Wayne, Mary Fontes, Shannon Boen, and Steve Crittenden.

- 1. FY14 Meeting Schedule & Membership:** Cory Feller will be the Safety Officer while Julie Fenning is out on maturity leave. The Safety Committee will be meeting the third Friday of each month. It was agreed to move the December Safety meeting up to the second week. **Action Item:** Colleen will reschedule the December meeting to the 13 and send out a notice of the date change.
- 2. Injury Report:** There were no recordable or non-recordable injuries to report.
- 3. October is Fire Safety Month:** A fire drill is scheduled for October 30 from 1:45 – 2:15 p.m. **Action Item:** Cory will send out a reminder email to all employees.
- 4. Emergency Procedures Manual:** The Safety Committee will discuss the Emergency Procedures Manual at the November meeting. **Action Item:** The safety committee will review and come prepared to discuss the manual.

**5. McNeil Safety Inspection Schedule:** The inspection is tentatively set for January 22 & 23, 2014. **Action Items:** Cory will check to see if they can inspect the TRF Campus and the Aerospace Site both on the same day and will finalize the dates.

**6. Safety Training Update**

- a. CLMI:** Northland purchased additional training from the current training database. **Action Item:** The conversion will take place when Julie gets back from maternity leave.
- b. GHS Training Deadline:** The deadline for employees to complete this training is December 1<sup>st</sup>. **Action Item:** A list of people who have not completed the training will be compiled and sent out to supervisors.

**7. Items from Committee:**

- a. Winter:** A conversation was held about winter approaching and to remind everyone to wear proper shoes and watch for ice.
- b. Sharps Containers / Aerospace Site:** A discussion was held about sharps containers at the Aerospace Site. **Action Items:** Cory will order two locked sharps containers and install them in the commons restrooms in the next two weeks. Cory will send out a notification email to the TRF students and employees with “intended for the Aerospace Site” regarding installation.
- c. Safety Personnel and Responsibilities:** A discussion was held about the responsibilities of being on the Safety Committee. **Action Items:** Colleen will email a list of Emergency Assistance Safety Personnel to the committee. Colleen will add Safety Committee Responsibilities to the November Agenda.

**8. Next Meeting:** November 15, 2013 in rooms 290/735/AC13