

# Safety Committee Minutes

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November 15, 2013

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

Room's 290/735/AC13

**Present:** Cory Feller, Becky Lindseth, Amanda Johnson, Brian Huschle, Bryan Berger, Colleen Kukowski, Danika Braaten, Jesse Adkins, Kari Conner, Kasandra Klinkhammer, Mary Fontes, and Sandy Bratvold.

**Absent:** Bob Gooden, Clinton Castle, Andrew Dahlen, Curtis Zoller, James Jesme, Jeffery Laskowske, Kent Wagner, Lynell Wayne, Shannon Boen, Steve Crittenden, and Tyler Beckman.

**1. Injury Report:** There were no recordable or non-recordable injuries to report.

**2. Fire Drill Feedback:**

**a. E-mail Notification:** When sending out the e-mail notification the Workforce Center, the Veterans Center, Adult Base Education, and Lancer will be included.

**Action Item:** Cory Feller and Colleen Kukowski will get the contact information and add them to the group for drills.

**b. Emergency Assistance Personnel Group:** A Review of the EGF and TRF Emergency Personnel Maps took place. With office relocation and employee retirements a few changes will be taking place. **Action Item:** Colleen Kukowski will update the personnel in EGF Shad Gangl and Rita Lealos will trade places. In TRF with office relocation Tiffanie Bieganek / Kristi Lane will replace Cindy Cedergren; Kent Wagner will take the Auto Area, and update TRF facilities.

**3. Emergency Procedures Manual:** A discussion was held on the Emergency Procedures Manual. **Action Item:** Colleen will work with Cory on making the changes and send out the updated manual to the committee for review.

4. **McNeil Safety Inspection Schedule:** East Grand Forks is scheduled for January 22, 2014 and Thief River Falls is scheduled for January 23, 2014.
5. **Safety Training Update**
  - a. **Reminder GHS Training Deadline is December 1, 2013.** **Action Item:** Cory Feller will send out a reminder to all employees that have not completed the training. After December 1, 2013 Cory Feller will send an email to Becky Lindseth of the employees that have not completed the training.
6. **Sharps & Cathing Containers Follow-up:** Two sharps containers have been purchased and installed at the Aerospace Site. Cathing equipment is to be placed in the sharps containers. For additional privacy two additional sharps containers have been purchased for the unisex bathrooms on the East Grand Forks and Thief River Falls Campuses.  
**Action Item:** Facilities will install the containers when they arrive.
7. **Safety Committee Responsibilities:** The committee will visit this item at the December meeting.
8. **Next Meeting – December 13, 2013 from 11:00 – 12:00 p.m. in Rooms 290/735/AC13**