

**Minutes**  
**September 19, 2017**  
**3:00 – 4:00 PM**  
**917 Board Room - DCTC**  
**Health, Wellness and Safety Committee**

**Present:** Paul Landwehr, Linda Berg, Amy Alexander, Mary Weiland, Don Budach, Lynda Hurt, Joan Asmus, Emily Mateo, Becky Kruse, Brian Plautz (Minnesota Comp Advisor)

**Absent:** Scott Zehnder, Amanda Pagel, Melissa Schaller, Ann Staples, John Christiansen

**OSHA, Work Compensation Update** – Amy Alexander reported. 15 cases have been reported so far this school year. Three of these have not used the Nurse Careline call. All cases must be reported to the Nurse Careline. Emails and phone calls have been made to these three people and they have still not called it in. Brian Plautz explained that everyone who reports an injury must make the phone call to the hotline. Joan asked if there was a checklist for staff when they are injured. Discussion about this and it was agreed that that is just another form to fill out and too much paperwork. Also, all the information is recorded on the Nurse Careline. We just have to inform all staff.

**SafeSchools Online training.** Linda Berg reported. All staff will be taking “Bloodborne Pathogen Exposure Prevention and Sexual Misconduct: Staff to Student.” Sexual Harassment is changed every year to either staff to staff or staff to student or student to student. The Bloodborne Pathogen course has been the same every year. All special education staff will be taking Safety in the Classroom. Additional courses which may be assigned according to your job duties include: defensive driving; hazard communications; HIPPA overview, lockout/tagout; and personal protection equipment. All new staff will take workplace bullying. As of today, 339 staff out of 450 have completed their online training.

**Annual Classroom Checklists – Indoor Air Quality.** Linda Berg reported. The annual checklists have been distributed to all classrooms. Checklists are due to Linda Berg by October 31, 2017.

**Flu Shots and Wellness** – Amy Alexander reported. Flu shots and Wellness Checks were set up for three sites: DCTC, Cedar and Alliance. A minimum of 20 were needed for each site. Cedar did not have enough so only DCTC and Alliance had the flu shots. Wellness checks were only performed at DCTC. In total 64 flu shots were given out. Last year at opening workshop we had 100 flu shots. Some people say it was too early in September but yet in August we had more shots given. It was more convenient. Next year we may wait a couple weeks to do the flu/wellness to see if we can get more people.

**Building Specific Issues:**

- Paul Landwehr, Construction Trades, reported that his fire extinguisher has not been checked in over a year and a half. Usually someone came around the checked them off. Linda Berg will check with the college to see what is going on.
- Paul also had a concern about his eye wash. Paul has a portable eye wash station that is filled with water. When he opened it up, it had moldy stuff on top of it. Obviously not a sanitized eye wash. Linda will check with the college to see about getting a plumbed line in for Paul.
- Brian Plautz said his company will be sending over water bottles that we fill with salt or sand – salt shakers – that will be used in employees’ cars to sprinkle before they get out of their car for the icy parking lot situations.
- Linda Berg will be sending out weekly “healthy tips/recipes/breathing techniques.” This was suggested as part of our continuation from our opening days workshop speaker Chris Freytag. Chris had a lot of good suggestions that we should all continue to use. Committee members can send suggestions to Linda to send out weekly. If staff think it is too much email, they can just delete it. Brian also said his company had a lot of information that he could forward to me to use.

Meeting adjourned at 3:36 PM.

**Next Meeting**  
**November 9, 2017**  
**3:00 PM – 917 Board Room**