

NDFS Loss Control Committee

Minutes

Date: March 26th, 2008 10:00 am

Place: Towner State Nursery

1. Call to order and attendance

The NDFS Loss Control Committee meeting was called to order at 10:00pm by David Nowatzki, Chair

Members Present:

Dave Nowatzki (chair), Michael Kangas (Secretary and NDSU Loss Control Committee Liaison for NDFS), Tom Nowatzki, Rod Wahl, Lorin Fornes, Gerri Mackay, Nancy Miller

Members Absent:

Faron Krueger, Craig Brumbaugh

Guests:

Jerome Suchor

2. Review and approval of March 26th, 2008 Agenda and minutes from January 15th, 2008 meeting.

David Nowatzki asked the team to review the agenda and make any corrections or additions to the agenda. A motion was made by Rod Wahl to approve agenda (motion seconded by Michael Kangas). Motion passed.

David Nowatzki asked the team to approve the meeting minutes from the January 15th, 2008 meeting. A motion was made by Rod Wahl to approve the minutes (motion seconded by Michael Kangas). Motion passed.

3. Office Location Safety Reports

Towner:

- Monthly checks on fire extinguishers, emergency lights, smoke detectors, and eyewash.
- Cleaned flammable storage cabinet.
- Scheduled training session for April 2, 2008 for all nursery employees.
- Respirator fit test for 5 employees.
- Scheduled respirator physicals for March 28, 2008 for five employees.
- Quarterly report to health department for nitrate posting.
- Replace broken outlet covers in packaging building.
- Greenhouse furnaces serviced and cleaned.
- Office building furnace filter checked and changed.
- Spill kit in greenhouse and pesticide building upgraded.
- Burned out light bulbs replaced in seed room, packaging building, and greenhouse.
- Put hand protectors on rolling bench system in greenhouse.
- Put step hazard beneath door on pesticide storage room.
- Repaired step ladder.

- Pesticide recertification for 4 employees.
- Snow and ice removal as needed.
- Baseline training for all nursery employees.
- Chemicals of interest list sent to State Forester.

Bottineau Field Office:

- Upgraded electrical in shop. (replaced unsafe outlets, added additional outlets so extension cords are not needed for power tools and office phones and internet)
- Improved lighting in loft.
- Put sand on floor of pole barn inside walkway to reduce slip hazard.
- Snow/ice removal from parking lot, driveways and sidewalks.
- Taped internet cord to floor across office doorway.

Bottineau State Office

- Larry is notorious for assisting in snow removal.
- Toilets were replaced in the men and women's bathrooms, due to health issues for the public and employees. Several employees received posterior skin issues due to the use of chemical cleaning products. (BBB)
- Safety issues to be addressed: 1) Shelves in Rooms 13 and 14 need to be reinforced. One shelf fell down and we are still waiting for repair. 2) Two drains in the hall need to be removed, leveled and retiled.

Bismarck Field Office:

- Thomas Claeys was instrumental in making sure the front door area was clear of snow and ice.
- Joel Nichols has a keen eye on the walk space in the office, he has made sure the staff were made aware of clear walk ways and to pick up after ourselves.
- Chemical Safety inspection completed and sent.

Fire Team (Bismarck Field Office):

- Fire cache building was organized, on-going improvements with safety as a primary concern
- Chemical Safety Inspection to this site also
- Several fire trainings and state fire school completed. Safety and Injury mitigation always covered.
- Fire Preparedness is starting, engine inspections and repairs being made

Walhalla Field Office:

- Completed the chemical inventory.
- Looked at fire extinguishers.
- Snow and ice removal from walkways and parking area when needed.
- Cleaned ATV carburetor and gave it a tune up for the 08 season.
- Checked tire pressures on SF Truck and ATV.
- Completed baseline safety at staff meeting.

- I read the updated OHV operation guidelines as a refresher before the 08 field season begins.
- We safely installed an ATV snow blade on the P&R Dept. OHV and held a safety tailgate session on safe operating procedures.
- Made sure the sump pumps in basement are ready for operation.
- Practice safe operating procedures while in the field/traveling.

Grafton Field Office:

- Discussed with Walsh County implementation of the 2006 County Chase Building Emergency Procedures handbook. County Hwy Superintendent will consider June fire drills for Chase Building and Sheriff will consider an intruder drill.
- Contacted Valley Ambulance, Grafton concerning Spring CPR and First Aid training.
- Reviewed and distributed safety alerts to Regional Council staff including Spring Travel hazards and NDDOT Alert on Work Zones.
- Completed Chemical Inventory and Report for the Grafton Office.
- Inventoried Vehicle Winter Survival kit and vehicle and office First Aid Kit and purchased needed items.
- Checked vehicle windshield wiper blades and level of windshield washer fluid.
- Checked office fire extinguishers and contacted County maintenance personnel on a maintenance check..

Lisbon Field Office:

- Attended Baseline Safety Training (Lorin,Bob,Sharon)
- Attended NDFS loss control meeting in Fargo
- Smoke detectors checked
- Fire extinguishers checked by Nardini of Fargo
- Materials for facility upgrade purchased (4 doors)
- Snow and ice removal as needed
- Pesticide recertification training at Fargo (Lorin)
- Computer files to backup disc's
- Setup new computers (2)
- Accident/workers comp cards placed in vehicles
- Hazardous materials list and inventory (sent to Larry)
- Shelving assembly (4) and storage room organization
- ICS 100 training at NDFS staff meeting (Lorin, Bob, Sharon)

Fargo:

- Completed baseline safety at staff meeting.
- Practice safe operating procedures while in the field/traveling.
- Attended NDSU Loss Control Meeting in January

Carrington:

- Completed baseline safety at staff meeting.
- Practice safe operating procedures while in the field/traveling.

4. Open Business:

- The chair passed out new OHV/Snowmobile rules books and discussed a new on-line video that is available for further training (available at: www.atvsafety.org). Refresher courses for forklifts, snowmobiles, small tractors, and lawn mowers were discussed with the group. A review of the Safe Operating Procedures in the equipment owner's manual and a demonstration of proficiency are adequate for refresher training. Proficiency must be demonstrated on the specific equipment that the employee will use. A form signed by the trainee that lists the date of training, the equipment, and the trainer is sufficient for documentation.
- The committee was reminded to get recertified for chemical applications if current certification is about to expire.
- Department of Homeland Security Update: All field offices conducted inventories of chemicals. Lists were compiled, sent to the State Forester, and submitted to NDSU.
- Baseline Training for new and returning seasonal employees is scheduled for April 2nd, 2008 at Towner State Nursery

5. New Business:

- The chair welcomed a new member to the team – Nancy Miller. Nancy will serve as the representative of the State Headquarters Office in Bottineau.
- New role for the Loss Control Committee: The chair proposed an expanded role for the NDFS Loss Control Committee. This proposal includes coordinating facility master planning issues with the committee. All field offices are represented by the loss control committee. Committee meetings should incorporate a tour to assess safety and facilities management issues. Committee members concurred with this proposal. The chair and secretary will bring this recommendation to the NDFS Leadership Council.

6. Other Items:

- Rod Wahl led a tour of the facilities at Towner State Nursery. Safety issues and plant improvements were discussed among the team.

7. Next Meeting Date:

The committee discussed the possibility of having conference calls for 2 of the 4 annual meetings. Conference calls reduce travel expenses and saves time for NDFS staff. Consensus was reached by the committee that meetings will be held twice a year and conference calls will be substituted for the other two scheduled meetings. The committee agreed to have a conference call for the next meeting. The conference call was set for July 23rd at 10:00 AM. The chair will coordinate the conference call.

8. Meeting adjourned at 3:15pm

Respectfully Submitted

**Michael Kangas
Tree Nursery and State Forests Team Leader**