

**North Dakota Forest Service  
Safety Team Meeting  
November 16, 2006  
Location – MSU Bottineau Campus**

Minutes taken by Tom Nowatzki

**Team Members Present:**

Roy Laframboise, Rod Wahl, Faron Krueger, Tom Nowatzki

**Office Reports:**

**Towner Nursery:**

- Monthly fire extinguisher check
- Monthly Fire Alarm and emergency lights check
- Monthly eyewash check
- Monthly shower check
- Quarterly bacteriological water analysis
- Safety Training
  - Tying Machine - 2 employees
  - Digging Machine – 2 employees
  
- Daily forklift check list completed
- Nitrate water analysis
- Safety Gazette circulated
- Replaced dirty mop heads
- Removed extension cords from clock and growth lights in greenhouse
- Posted sign on seed cooler not to store food or drink
- Purchase nitrile gloves instead of latex for employees

**Bottineau Field Office:**

- Annual recharge of fire extinguishers by Dakota Fire Extinguishers
- Updated MSDS sheets for chemical room contents
- Updated hazardous chemical inventory
- Removed hazard trees from campgrounds
- Purchased 16 new steel frame picnic tables to replace old wood ones
- Completed NDSU safety checklist
  - Placed safety tape on step between office and shop
- Keith Broe attended a recertification class to be qualified as a Class B Sawyer. The class was put on by the Fire Management Coordination Area and the National Wildfire Coordination Group.

- Bob Jacobson (seasonal) and John Christenson attended a safety class on “situational awareness”. The class is considered an annual refresher for the USFS and covers the use of fire shelters and chain saw safety.
- The Bottineau Field Office held internal safety meetings on chain saw safety and ATV safety (NDSU SOP’s)

Safety Improvements Needed at the Bottineau Field Office

- Need to dispose of old unused paints and chemicals
- Table saw needs to be guarded or replaced.
- Need to work on updating MSDS sheets
- CPR training

**Bottineau State Office:**

- The State Office completed the NDSU safety checklist.

**Carrington:**

No representative present at meeting.

- NDSU representatives did a safety inspection of the research facilities on October 9<sup>th</sup>
- Gerri Marcus completed the NDSU safety checklist for her office.

**Bismarck and Fire Team:**

Safety Items by Fire team:

- Provided chainsaw training for the crew that worked n the Pines Project. (Fuels reduction and fire break). Proper safety equipment was purchased to protect the seasonal employees. Tail gate were held every morning and safety was emphasized.
- Fire Tactics and safety class was developed for rural fire departments. 10 departments have taken the new session. Was very well received.
- Chainsaws and fuel containers moved from Bismarck to Bottineau
- An after fire season review was conducted with the seasonal fire crews. Safety concerns were discussed. Such as 16 hour rule.

Safety items by Bismarck Office

- The stacked boxes in fire team area were opened and put on shelves
- Breakers were addressed to the land lord.. space heaters
- icy side walks also addressed
- Bad weather policy also talked about, it was presented to State Forester, who sent out memo to entire agency.

## **Walhalla:**

- The annual building inspection was conducted in Walhalla in Sept. by Dave Nowatzki. Several minor violations had been recorded (bad outlet covers, missing exit signs, etc...) Loren Fornes has been addressing some of the violations during his monthly maintenance activities.
- A new floor drain cover was constructed at Schill's Shop to replace the rusted out floor drain cover in the tree cooler shop.
- A plumber was hired to fix the leaky fixtures on the toilet in the office and to replace the main water valve in the basement.
- The paneling in the basement was put back up this summer.
- A large branch on a cottonwood tree needs to be pruned off so that delivery trucks can get into the office parking lot. Right now trucks have to park on the highway and cart deliveries into the office.
  
- The John Deere garden tractor needs to be serviced. It is leaking hydraulic fluid on the shop floor. Floor dry has been applied to the slippery areas to soak up the fluid.
- Tire Chains on Snow Blower
- New Floor Drainage Grate for Storage Building
- Windows in Office Storm Doors
- Purchased new electrical outlet covers to replace existing damaged covers

## **Grafton:**

- 8/10/06 - Assessed MSDS Right to Know needs, contacted companies for MSDS sheets and placed an order for a Right to Know Center. Contacted the Red River Regional Council (building Lessee) and Walsh County (Building Owner) on implementation of 1/12/06 Emergency Procedures Handbook for the building. County needs floor plans from all county buildings before handbook can be fully implemented (training & fire drills). There is a fire alarm system from the building to the law Enforcement Center. Fire extinguishers are serviced annually in August. Walsh County Health Dept. may be available for First Aid & CPR Training.
- 9/22/06 - Grafton Fire Dept. completed a fire inspection. Fire extinguishers inspections were up-to-date. Inspection of alarm system was not current. Recommendation that open stairway in building should be enclosed with fire doors.
- 9/28/06 - Inspection report completed for NDFS offices and shared space. Deficiencies and corrective action noted for Emergency Action Planning-Defined instructions on how to account for personnel during evacuation; Fire Safety – Fire alarm system testing, escape route posted, fire drill, fire & smoke barriers, training, trash in break room; First Aid – CPR Training, first aid kits & MSDS right to know; Office Areas – ergonomics and vehicle winter survival kits.
- 9/29/06 - Obtained first aid kits and winter survival kit for office & vehicle

- 10/2/06 - Red river Regional Council (lessee of building) wrote letter to Walsh County Auditor concerning deficiencies from Fire Dept. inspection
- 10/17/06 - Walsh County Auditor informed County Commission Concerning deficiencies in Fire Dept. inspection. County Commission determined that no further action was needed at the Chase Building
- 10/18/06 - Obtained new adjustable chair for work station.

### **NDFS Lisbon Field Office**

- Assisted in Safety Inspection walk thru of Towner State Nursery
- Attended NDFS Safety Team Meeting at Towner State Nursery
- NDFS Lisbon Field Office Staff attended Baseline Safety Training at NDSU (NDFS Staff Meeting)
- NDFS Lisbon Field Office Staff attended Conflict Resolution Training at NDFS Staff Meeting
- NDFS Lisbon Field Office inspected by State Fire Marshall
- Replaced existing extension cord with heavier gauge extension cord as suggested by State Fire Marshall
- All smoke alarms checked, batteries replaced if necessary
- NDSU Facilities Safety Inspection Forms filled out and sent to Roy L. by NDFS Lisbon Field Staff
- Roadways mowed in preparation for winter snow on Sheyenne State Forest
- Padlocks and keys changed for access to Sheyenne State Forest land
- Pickup ramps for ATV purchased
- Maintenance and Winterized vehicles – Blizzard buckets checked, shovels, tow ropes
- Snow Blower mounted on Tractor and Tractor winterized
- Periodic Maintenance and Cleaning of Lisbon Field Office, Shop, and Storage Building
- Shop Propane Heater checked by gas company for leaks (no leaks found)
- Worked on Hiking Trail Construction and Hazard Tree Removal
- Old Paint dried and prepared for transport to NDSU Disposal Site
- ADA Vehicle Parking Sign Placement (consulted NDSU for proper placement of sign)
- Periodic cleaning and maintenance of Lisbon Field Office vehicles
- Attendance by all Lisbon Field staff of monthly In-Office Meetings (work schedule and safety updates)

### **Fargo:**

- Building was inspected by NDSU safety staff.

## **Other Business:**

### **OMB Updates:**

Rod Wahl passed out the latest updates to the OMB Risk Management Manual. Rod is going to check to see if OMB has the address to the current NDSF safety and risk management team in order to mail the updates to the correct people.

### **Ergonomics**

Rod Wahl reminded the team that everyone in the agency needs to review the ergonomics information on the NDSU website annually and take the quiz. Safety team representatives for each office are responsible to make sure everyone completes this. The information and quiz can be found at the following address;

[http://www.ndsu.edu/ndsu/police\\_safety/safety/Presentations.htm](http://www.ndsu.edu/ndsu/police_safety/safety/Presentations.htm)

### **Winter Safety:**

Faron Kruger asked about the NDFS policy on winter driving? Faron agreed to put together some recommendations for the safety team to forward to the agency. Faron is also going to get some supplies from state surplus to add to the winter survival kits in our state fleet vehicles. He was going to get wool blankets and shovels.

Next meeting date: March 6<sup>th</sup> 2007 at the Bismarck office at 1:00 pm.

After the safety team meeting concluded, all members of the safety team went to the Bottineau Field Office to participate in a safety inspection of the grounds and buildings.

## **Safety inspection recommendations:**

### **Office:**

- New office chairs should be purchased for Tom Nowatzki and Sarah Winkleman
- All workstations should be checked for ergonomics.

### **Shop:**

- Either a cover or a railing should be put over/around the water pipes in the upstairs storage area to prevent tripping/damage to pipes.
- All safety materials/information should be put in one place.
- Replacement of table saw should be put in budget.
- Scratched up dirty face shield should be replaced.
- Exposed outlet cover on extension bar should be fixed. Extra outlets should be hard-wired in to replace extension cord.
- Adjust gaps on grinder to be 1/8"

- Empty mop water (never leave dirty water in mop wringer) and purchase new mop heads for hygienic reasons.
- Don't store chain saws, weed whips with gas in them.
- Replace all plastic jerry cans with steel ones.
- Extra outlets should be wired in next to electrical box so a power strip does not have to be used.

### **Chemical Room**

- Wood shelves need liner so chemicals don't soak into wood.
- Replace light bulb above chemical room, and guard against breaking.
- Ladder for storage room may not be safe, minimize storage above chemical room.