

FY 2010-FY 2011 NCTC Committee Work Plan

Safety Committee

Management Lead: Fenning

I: Activities Related to NCTC Strategic Plan

Contributing Responsibility for Strategic Focus Two: Cultivate High Quality Programs, Services, and Employees
Wildly Important Goal 3: Improve institutional performance against established quality standards (measures will be developed during academic year 2009-2010)
Strategy c: Develop and Train Employees: Employees will achieve knowledge and skills sufficient to grow professionally and to perform established expectation of positions

Anticipated Major Activities	Responsible Party (individual, department, or committee)	Anticipated Implementation Date	Projected Institutional Outcomes	Actual Institution Outcome or Progress toward Future Goal
Implement the regulatory components of a Safety Management System.	Julie Fenning	June 2011	OSHA Compliance and employee safety.	
Review and revise college safety policy and procedure.	Julie Fenning Safety Committee President’s Cabinet Shared Governance	June 2010	Improved awareness and compliance.	
Draft and finalize required written safety programs.	Julie Fenning Safety Committee	June 2010	OSHA Compliance	
Establish a recordkeeping system for all components of the safety management system.	Julie Fenning	June 2011	OSHA Compliance	
Create a toolkit for safety inspections.	Scott Fletcher Bob Gooden Julie Fenning	January 2010	Assist in safety inspections by committee members.	
Establish location assignments to committee members for inspections and create a safety inspection schedule.	Safety Committee	December 2009	Work towards OSHA Compliance and employee safety.	
Provide training to Safety Committee on hazard recognition.	Julie Fenning	November 2009	Increased knowledge of workplace hazards for safety inspections by committee members.	
Conduct safety inspections on a routine basis.	Safety Committee	Jan – June 2010	OSHA Compliance and employee safety.	

Monitor employee safety training status and develop a schedule for routine reminders.	Julie Fenning	Jan – June 2010	Improved OSHA Compliance and employee safety.	
Establish an incentive program campaign for safety training.	Becky Lindseth Danika Braaten Andrew Dahlen	June 2010	OSHA Compliance Improved employee morale	
Submit monthly safety articles for employees during safety awareness months regarding both job-related and off-the-job safety.	January: Radon - Becky February: Vision – Scott March: Poison – Scott April: Severe Weather – Julie May: Clean Air & Electrical Safety: Becky & Tim Boating: Brian & Shannon June: National Safety Month – Renee & Sandy July: Fireworks – Julie September: Farm Safety – Bob October: Fire Prevention & Driving Safety – Dave & Andrew Halloween - Julie November: Winter Hazard – Jesse Hunting - Julie December: Drunk Driving & Drug Awareness - Lynell	Monthly Jan – June 2011	Improved employee safety Improved awareness of safety Improved employee morale	

II: Other Committee Activities

Anticipated Major Activities	Responsible Party (individual, department, or committee)	Anticipated Implementation Date	Projected Institutional Outcomes	Actual Institution Outcome or Progress toward Future Goal
Conduct biennium review of the drug and alcohol program and review of drug free schools and colleges.	Julie Fenning Safety Committee	December 2010	Compliance with Drug Free Schools Act.	
Conduct one drug free event each semester – fall & spring	Lead Safety Committee	Spring 2010	Compliance with Drug Free Schools Act.	