

# NCTC Safety Committee Minutes

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Friday, May 23, 2014  
11:00 a.m. -12:00 p.m.  
Room's 290/735/AC13B

**Members Present:** Julie Fenning, Becky Lindseth, Amanda Johnson, Brian Huschle, Bryan Berger, Colleen Kukowski, Mary Fontes, Sandy Bratvold, and Steve Crittenden.

**Members Absent:** Bob Gooden, Clinton Castle, Andrew Dahlen, Cory Feller, Curtis Zoller, Braaten, James Jesme, Jeffery Laskowske, Jesse Adkins, Kari Conner, Kasandra Klinkhammer, Kent Wagner, Lynell Wayne, Shannon Boen, and Tyler Beckman.

- 1. Injury Report:** Julie shared that a student was injured during work-study status. The student was climbing a ladder and reached for an item. He lowered the item to another employee below and his back tighten up. The student received medical attention via chiropractic care. Julie Fenning shared that accident investigations will be conducted for each reported injury.
- 2. Safety Conference Update -** Julie shared that NCTC needed to implement a reporting process for employees to report near misses. Investigating a near miss, could prevent a future injury. **Action Item:** Julie Fenning will work with IT to update the GroupLink safety hazard reporting tool to also include near miss reporting.
- 3. OSHA Audio Conference:** A discussion was held on what employees need to do if OSHA Enforcement comes on campus for an unannounced inspection. Julie, Bob, Clinton, and Becky participated in an audio conference regarding preparing for an OSHA visit. It was requested that all members of the safety committee participate in this audio conference. **Action Item:** Julie Fenning will email the committee a handout and a link to the audio conference.
- 4. Safety Trainings:** A reminder was given that all safety trainings are due June 30, 2014. Employees and their supervisors have been notified of any outstanding courses. Julie also shared that new employees must complete safety training(s) within the first week of employment or before being exposed to specific hazards. MnSCU has implemented a training calendar to ensure this is being completed. The training calendar will also assist

NCTC in ensuring refresher training is conducted within the 12 month requirement.

**Action Item:** Presidents Cabinet will address consequences for employees that have not completed the required safety trainings(s).

5. **Fall In-service:** Faculty have requested a safety update to be given at the fall in-service on August 19 in EGF & on August 20 in TRF. Julie requested input and participation from the safety committee to develop a dynamic presentation. There was discussion that this was not needed. **Action Item:** Becky Lindseth will bring this to Shared Governance for clarification and give updates at the June Safety Meeting.
6. **Next Meeting will be on Friday, June 20, 2014, in Rooms 290/735/AC13B**