

NCTC Safety Committee Minutes

Tuesday, July 21, 2015

12:00 – 1:00 p.m.

Room's 149/601/AV_AC13

Members Present: Julie Fenning, Bob Gooden, Amanda Johnson, Shannon Jesme, Mike Curfman, Colleen Kukowski, Curtis Zoller, Jesse Adkins, Kari Conner, Michaela Current (Student Senate), Kent Wagner,

Members Absent: Clinton Castle, Andrew Dahlen, Brian Huschle, Bryan Berger, Danika Braaten, James Jesme, James Retka, Lisa StMichel, Lynell Wayne, Mary Fontes, Sandy Bratvold, Shannon Boen, and Tyler Beckman.

Guest: Robbie Brateng

1. **Injury Report:** NCTC had two recordable injuries to report. Julie Fenning took the accident investigation and will follow up on these injuries.
2. **MNOSHA Visit:** A discussion was held on the MNOSHA visit held on June 17/18 and the listed are posted on each campus. **Action Item:** Deadline to have all ticket items corrected is August 17, 2015.
3. **Forklift Operator & Trailer Towing List:** A discussion was held regarding who has had forklift operator training. A decision was made that Julie Fenning will send Bob Gooden, Clinton Castle, Jesse Adkins, and Shannon Boen a current list of employee's that are certified to operate the forklift and pull a trailer.
4. **Signage:**
 - a. **EGF room 149:** A discussion was held on the two doors that enter/exit room 149. A decision was made that the door entering office suite 120 is not an exit and should remain locked from the inside. **Action Item:** Julie Fenning will get a sign and give to Bob Gooden to put on the door.
 - b. **Safety Signs:** A discussion was held regarding the outdated safety signs on the campus. A decision was made to remove the safety signs and replace them with

“No Smoking” signage. **Action Item:** Jesse Adkins will look into “No Smoking” signs.

5. **FY16 Schedule:** A decision was made to have Colleen Send out a “Doodle” for the FY16 Safety Committee Meeting Schedule.
6. **Next Meeting: August 18, 2015 - Faculty In-service: A decision was made to move the August Safety Meeting to the last week due to Faculty In-Service.**
Canceled June’s meeting due to the MNOSHA visit