

NCTC Safety Committee Minutes

Tuesday, February 23, 2016

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC13B

Members Present: Bob Gooden, Clinton Castle, Amanda Johnson, Brian Huschle, Cory Feller, Mike Curfman, Shannon Jesme and Sandy Bratvold.

Members Absent: Bryan Berger, Colleen Kukowski, Kari Conner, Michaela Current, Lynell Wayne, Mary Fontes, Andrew Dahlen, Curtis Zoller, Danika Braaten, James Jesme, Jesse Adkins, Lisa StMichel, and Shannon Boen.

1. **Injury Report:** No recordable or non-recordable injuries to report.
2. **Safety Inspections:** An update was given regarding the safety inspections. The extended deadline for inspection completion is April 8, 2016. **Action Item:** Please turn in the inspection sheet to Cory Feller or Colleen Kukowski.
3. **Fire Drill:** A discussion was held regarding the Fire Drill. The listed areas could not hear the “all clear” notification.
 - a. EGF: Entrances D & E. **Action Item:** Bob will the speakers in these areas.
 - b. TRF:
 - i. Entrance outside Auto body. **Action Item:** Clinton will check on the details of this entrance and report back to the committee.
 - ii. Other areas that could not hear messages over the speakers system are the HR suite, Nursing Suite and kitchen. A discussion was held about a trial version of software that would go through phone system to help in getting messages out into more areas.
4. **Items from Committee:**
 - a. Severe Weather Awareness Week of April 11-15: A discussion was held regarding the Tornado Drill date and time. A follow up discussion was held regarding if all drills need to be on the same day/time or can the drills be changed to different times of the day and year. **Action Item:** The Tornado Drill on April 20, 2016 @ 9:45 a.m. on all locations. **Action Item:** Cory will check into drill requirements and provide a yearly calendar of the drill schedule.
5. **Next Meeting: Tuesday, April 26, 2016 from 1:00-2:00 p.m. Rooms TRF 662/ EGF 290 / AC 13B**