

# NCTC Safety Committee Minutes

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Tuesday, August 23, 2016

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

**Members Present:** Cory Feller, Shannon Jesme, Bob Gooden, Clinton Castle, Amanda Johnson, Brian Huschle, Bryan Berger, Colleen Kukowski, Kari Conner, Lynell Wayne, Mary Fontes, Mike Curfman, and Danika Braaten.

**Members Absent:** Abdul Chamma, Sandy Bratvold, Andrew Dahlen, Curtis Zoller, James Jesme, Lisa Anderson, and Shannon Boen.

**1. Injury Report:** NCTC had one recordable injury to report.

**a. Recommendations from the safety committee:**

- i. Employee is to only do what is in his/her line of work. If something needs to be fixed submit a GroupLink Ticket to Facilities.
- ii. Corrective Action: Supervisors will look at each situation and determine what corrective action needs to be given (i.e. verbal warning, written warning, ect.).

**b. Reminders:**

- i. Worker's Compensation (WC) Procedures can be found on the Human Resource page with a link to the State workers compensation web site.
- ii. First report of Injury: Turn in to your Supervisor / HR immediately
- iii. Employee Information Packet: If you go to the doctor make sure you have this packet as it has the information for Corvel and the Report of Work Ability form.
  1. WC will conduct an investigation and determine if the injury will be covered by WC. If WC does not then the employee's insurance will cover the doctor visit.
  2. Report of Work Ability must be turned into Colleen Kukowski after each doctor visit.

**2. Work-study Safety Group:** An update was given on the process for work-studies to complete mandatory training during the transition to ELM.

**3. Drill Schedule:**

a. **Fire Drill:** Required four times a year.

- i. Tuesday, August 30 at 10:45 a.m.
- ii. Wednesday, October 26, 2016 at 1:45 p.m.
- iii. Tuesday, February 28, 2017 at 1:45 p.m.
- iv. Wednesday, May 24, 2017 at 10:45 p.m.

b. **Tornado Drill:** April 11, 2017

c. **Lock Down Drill:** An update was given regarding the Lock Down Drill. The Security Task Group will be meeting with local law enforcement to select a day/time(s) that will work to have them on site to assist with the drill.

**4. Mandatory Training Schedule:** An update was given on the ELM Mandatory Training Schedule. Currently NCTC is part of the pilot to move Safety Trainings from CLMI to ELM.

**5. FY17 Safety Committee Meetings:** A discussion was held and the committee decided to keep the Safety Committee Meetings on Fourth, Tuesday's at 1:00 p.m.

**6. Meeting:** Tuesday, September 27, 2016 Rooms TRF 662/ EGF 290 / AC 16 ~ No meeting due to low participation.

**7. Next Meeting:** Tuesday, November 22, 2016 Rooms TRF 662/ EGF 290 / AC 16