

# NCTC Safety Committee Minutes

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Tuesday, January 24, 2017

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

**Members Present:** Amanda Johnson, Cory Feller, Bob Gooden, Brian Huschle, Colleen Kukowski, Abdul Chamma, Kari Conner, Mary Fontes, and Mike Curfman.

**Members Absent:** Shannon Jesme, Clinton Castle, Bryan Berger, Lynell Wayne, Sandy Bratvold, Andrew Dahlen, Curtis Zoller, Danika Braaten, Lisa Anderson, and Shannon Boen.

1. **Injury Report:** No recordable or non-recordable injuries to report.
2. **Safety Inspection:** An update was given on the safety inspection walk through. There are still a few inspection areas missing. **Action Item:** If you have not completed the area assigned to you please do so right away and get the paperwork into Cory. **Action Item:** If the area is a seasonal area please have the proper signage posted.
3. **Emergency Exits:** A discussion was held on the blocking of emergency exits (back entrance to the theater and HR suite) with snow. This happened over winter break when the doors were not being used as much. **Action Item:** When moving snow we need to make sure that all exits can still be used.
4. **Drug Free Schools and Campuses Biennial Review:** A discussion was held on the Drug Free Schools and Campuses Biennial Review to prevent against Alcohol, Tobacco, and Other Drugs (ATOD) use. The safety committee is where we work on additional suggestions and activities for the healthy campus committee to carry out. **Action Items:** Items to be completed by a club, program or department: Make Quit Kits (Quit Smoking Kits), look into grant money for an ATOD Coordinator, college-wide Health Fair, Alcohol Awareness, Prescription and other Drug Awareness, and working with local business to partner up on topics. **Action Item:** Healthy Campus will put together a task group to work on a campaign against ATOD.
5. **Safety Training:** An update was given on outstanding safety training. Currently individuals were sent emails about his/her uncompleted training. Supervisors were not notified at this time due to all the questions regarding how to access the training. Next month supervisors will get the list of employees that have not completed training.
6. **Fire Drill:** The next fire drill will be Tuesday, February 28, 2017 at 1:45 p.m.
7. **Next Meeting:** Tuesday, February 28, 2016 Rooms TRF 662/ EGF 290 / AC 16