

NCTC Safety Committee Minutes

May 2017 – July 2017

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

Members Present: Cory Feller, Shannon Jesme, Clinton Castle, Brian Huschle, Colleen Kukowski, Curtis Zoller, Kari Conner, and Mike Curfman.

Members Absent: Amanda Johnson, Bob Gooden, Bryan Berger, Abdul Chamma, Lynell Wayne, Mary Fontes, Sandy Bratvold, Andrew Dahlen, Danika Braaten, Lisa Anderson, and Shannon Boen.

1. **Injury Report:** There was one recordable incident report. The committee's recommendation is when a ladder is in use have a spotter and make sure to inspect the ladder placement.
2. **Tornado drill follow-up:** The tornado drill on Wednesday, April 19, 2017 @ 1:45 p.m. raised a few questions that the committee discussed. There was a discussion regarding what the process was to assist students/employees that are hearing impaired/ blind along with ABE/ English second language students. The ASC has the language used during the drill and will get a plan in place with the help of a translator.
3. **Severe Weather Maps Update:** The TRF campus maps have been updated and put around campus. The EGF campus maps have been updated, sent to the signage company and will be put up when they come back.
4. **Fire Drill:** Next Fire Drill will be on Wednesday, May 24, 2017 @ 10:45 a.m.
5. **Items from Committee**
 - a. Environmental Health and Safety will be onsite to conduct a walk through, date and time has not been set at this time.
6. **Next Meeting: Tuesday, August 22, 2017**
 - a. Tuesday, June 27, 2017 - Was cancelled due to lack of agenda items.
 - b. Tuesday, July 26, 2017 – Environmental Health and Safety was on site in place of our monthly meeting.