

NCTC Safety Committee Minutes

Tuesday, August 22, 2017

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

Members Present: Amanda Johnson, Cory Feller, Bob Gooden, Clinton Castle, Brian Huschle, Colleen Kukowski, Mary Fontes, and Lisa Anderson.

Members Absent: Shannon Jesme, Abdul Chamma, Kari Conner, Lynell Wayne, Mike Curfman, Sandy Bratvold, Andrew Dahlen, Curtis Zoller, Danika Braaten, and Shannon Boen.

1. Injury Report: Kukowski

a. June: NA

b. July: One recordable injury on the TRF Campus. **Corrective Action:** Be aware of your surroundings and footing while working.

2. Severe Weather Maps: An update was given on the status of the new severe weather maps. The EGF campus maps will be updated and posted once the construction project is completed.

3. Fire Drill: The next fire drill will be on Thursday, August 31, 2017 @ 10:45 a.m. on all locations.

4. Environmental Health and Safety: An update was given on the Environmental Health and Safety walk through that took place on Tuesday, July 25, 2017 (TRF) and Wednesday, July 26, 2017 (EGF). Areas of concern will be put into GroupLink Tickets and sent to the department responsible for correction.

5. Mock OSHA Visit: We will be having a Mock OSHA visit the week of September 18, 2017.

6. FY18 Safety Training:

a. Employee: An update was given on the FY18 Safety Training schedule.

Employee will be set up in the system by September. The system will send out automated emails stating that you are registered for training. FY18 starts in September so login and complete your required training for the month the training is scheduled. Please note that the system office will be moving two of

the HR related trainings from D2L to ELM in October, an email will go out when this takes place.

- b. Work-study:** An update was provided regarding the work-study required safety training and the process.

- i.** Please note that once a student applies, has an interview, and returns the required paperwork the process can take a week or more before the student can start work so please plan accordingly.

- 7. FY18 Meeting Schedule:** The committee agreed to keep 1:00 p.m. on the fourth Tuesday of the month for meetings.

8. Items from Committee

- a. Fire Alarm:** Due to the EGF construction project there may be a test of the fire alarm.

- 9. Next Meeting: Tuesday, September 26, 2017 Rooms TRF 662/ EGF 290 / AC 16**