

# NCTC Safety Committee Minutes

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Tuesday, February 27, 2018

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 461B /AC16

**Members Present:** Bob Gooden, Cory Feller, Clinton Castle, Colleen Kukowski, Kari Conner, Lisa Anderson, Mary Fontes, and Sandy Bratvold.

**Members Absent:** Abdul Chamma, Amanda Johnson, Andrew Dahlen, Brian Huschle, Curtis Zoller, Danika Braaten, Lynell Wayne, Mike Curfman, Shannon Jesme, and Shannon Boen.

1. **Injury Report:** NCTC had no recordable or non-recordable injuries to report.
2. **ELM:** An update was given on the HR Safety training that is moving from D2L to ELM.
  - a. **HR Training:** The Code of Conduct has moved, FERPA will be added, and Data Privacy will be moving shortly.
  - b. **ELM Reports:** ELM has been updated so we are able to pull so canned reports to make checking completion status on employees easier.
  - c. **ELM Upgrade:** ELM will be going through an upgrade on May 31, 2018. This upgrade will include the option for a password reset, mobile friendly, change in the look of the front page, and once you are registered for a course you can just click launch. So they are removing the a few steps to make it more user friendly.
3. **Safety Inspections:** The Safety committee will be completing a College-Wide Safety Inspection. The committee was given direction as to what to pay special attention to from the Mock OSHA visit. **ACTION ITEM:** Cory will be sending out an updated map and inspection list to committee members. **ACTION ITEM:** Committee Members be sure to check which area you are to inspect and have the inspection completed by April 6, 2018.
4. **Tornado Drill:** NCTC will be conducting a Tornado Drill on Thursday, April 12, 2018 @ 1:45 p.m. This time was pick due to it being serve weather awareness week.
5. **Chemical Safety Day:** A discussion was held regarding the chemical safety day. **ACTION ITEM:** Have a list of the chemicals that need to be picked up to Cory by April 30, 2018. **ACTION ITEM:** Chemicals will be picked-up on May 15/16, 2018.
6. **Items from Committee**
7. **Next Meeting:** Tuesday, March 27, 2018 Rooms TRF 662/ EGF 290 / AC 16