

# NCTC Safety Committee Minutes

---

Tuesday, March 27, 2018

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

**Members Present:** Brian Huschle, Bob Gooden, Cory Feller, Curtis Zoller, Mary Fontes, Shannon Jesme and Julie Fenning (recorder).

**Members Absent:** Abdul Chamma, Amanda Johnson, Andrew Dahlen, Clinton Castle, Colleen Kukowski, Danika Braaten, Kari Conner, Lisa Anderson, Lynell Wayne, Mike Curfman, Sandy Bratvold, and Shannon Boen.

1. **Injury Report:** NCTC had one non-recordable injury to report.
2. **Safety Inspections:** Cory provided an update on the safety committee inspections around campus. He is still seeing reports of storage within 18 inches of the ceilings, blocked exits, and daisy chains. Once all of the inspection reports come in, additional communication will need to be sent to these employees regarding this violations.
3. **Tornado Drill:** The state-wide tornado drill is scheduled during severe weather awareness week on Thursday, April 12, 2018, at 1:45 p.m.
4. **Fire Drill:** The proposed fire drill date was scheduled during assessment and orientation dates on both campuses. The committee agreed that it will be moved to May 23rd. Cory will send out a notice to employees to mark their calendars.
5. **Safety Committee Technical Manual:** Cory shared that the system office is developing technical manuals on various safety topics to assist colleges in their safety management programs. The next one coming out will be the Safety Committee technical manual. It will be presented at the facilities/safety conference. The manual will cover details on the responsibilities of the safety committee.
6. **Next Meeting: Tuesday, April 24, 2018 Rooms TRF 662/ EGF 290 / AC 16**