

NCTC Safety Committee Minutes

Tuesday, September 18, 2018
1:00 – 2:00 p.m.
Room's EGF 301/ TRF 461B /AC16

Members Present: Abdul Chamma, Amanda Johnson, Brian Larson, Bob Gooden, Cory Feller, Clinton Castle, Colleen Kukowski, Curtis Zoller, Jodi Stauss-Stassen, Lisa Anderson, Lynell Wayne, Mary Fontes, Mike Curfman, Sandy Bratvold, and Shannon Jesme

Members Absent: Andrew Dahlen, Danika Johnson, Kari Conner, and Shannon Boen.

1. **Injury Report:** There were two recordable injuries to report that took place. The recommendation is that the individuals need to slow down and be observant of surroundings.
 - a. **Property damage / Working Conditions:** A discussion was held regarding property damage and the working conditions of the college. Recommend reporting's: Building gets hit (i.e. Mower hits rock and breaks something)
2. **ELM FY19 Training:** A discussion was held on the status of employee training. ELM certified training groups will send out daily emails starting 15-30 days before the training is due. Here are a few friendly reminders:
 - a. HR: Shots Fired is a manual registration and is due September 19, 2018. All other HR related training is due 30 days after the start of the academic year.
 - b. Safety: There are different training due each month. Please log in monthly to see if you have training due.
3. **Motor Vehicle Records Checks:** A discussion was held regarding the steps on motor vehicle records checks. **Recommendation:** **Employee's** list your supervisor name. **Students** should list the program instructor/coach/club advisor's name, not a phone number.
4. **Safety Inspections:** A discussion was held on various safety inspections that are completed each year.
 - a. **Safety Committee:** The safety committee does an annual safety inspection each spring.
 - b. **Facilities:** Perform routine heat survey to check temperature, humidity, and exhaust and fan systems each quarter.
 - c. **Contract EHS personnel:** Each Fall the NW Service Co-op-Health Services does an annual inspection on the college. Action Item: this year's dates are October 18, 2018 for the TRF campus & Aerospace with October 19, 2018 for the EGF campus.

- d. COPE Inspection report:** Is done every three years, 2018 is the next scheduled visit.
- 5. Fire Drill:** A discussion was held on the fire drill that occurred on Thursday, September 6, 2018 @ 9:45 a.m. **Fire drills need to be held each quarter so the tentative schedule is as follows:** November 12-16, 2018 (PM); January 14-18, 2019 (PM); May 29 or 30, 2019 (AM).
 - 6. Lock down:** An update was given on the upcoming lockdown drill. The lockdown drill will take place the October 24/25, 2018 with Law Enforcement participation. Recommendation: October 24th/25th, TRF at 9:30 am and EGF 1:30 pm.
 - 7. Tornado Drill:** A discussion was held on the annual tornado drill. Recommendation is to have the tornado drill on April 11, 2019 on the National day at 2:45 p.m. on all locations.
 - 8. Flu Vaccination Clinic:** A reminder was given of the annual employee flu vaccination clinic. The EGF clinic will be held on Monday, October 1st from 7:00 – 9:30 a.m. in room 290 and in TRF on Tuesday, October 2nd from 7:00 – 9:30 a.m. in room 662
 - 9. Safety Committee Technical Manual:** An overview was given on the Safety Committee Technical Manual. This manual will cover details on the responsibilities of the safety committee. **ACTION ITEM:** The safety committee will review the manual and come ready to discuss key points, helpful tips, and items that the committee should work on applying.
 - 10. Drug Free College Audit:** A discussion was held on the Drug Free College Audit and security report that are due October 1st. **ACTION ITEM:** Mary F., Bob G., and Colleen K. volunteered to go through the Drug Free College Audit report and have it to Cory by Monday, September 24, 2018.
 - 11. Next Meeting:** Tuesday, October 23, 2018 Rooms TRF 662/ EGF 290 / AC 16