

# NCTC Safety Committee Minutes

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Tuesday, October 23, 2018

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

**Present:** Amanda Johnson, Brian Larson, Bob Gooden, Cory Feller, Clinton Castle, Colleen Kukowski, Curtis Zoller, Jodi Stauss-Stassen, Lynell Wayne, Mary Fontes, and Mike Curfman.

**Absent:** Abdul Chamma, Andrew Dahlen, Danika Johnson, Kari Conner, Lisa Anderson, Sandy Bratvold, Shannon Jesme, and Shannon Boen.

**Guests:** **Business Office Management Class:** Students attended our meeting and took minutes as part of their class project.

1. **Introduction:** Members introduced themselves with their titles and roles at NCTC.
2. **Approval of Minutes**
3. **Injury Report:** No non-recordable or recordable injuries to report.
4. **Property damage / Working Conditions:** A reminder was given regarding reporting property damage and hazardous working conditions.
5. **FY19 Training:**
  - a. **Status of employee safety training.**
    - i. ELM: An update was given regarding the ELM system and the technical issues that some have be experiencing.
    - ii. Shots Fired Training: The shots fired training does not have auto launch or clear directions for employees to launch this training.  
**ACTION:** An email will go out with step-by-step directions.
    - iii. PETSA Training: An update was given on the PETSA training for ELM. The current process regarding PETSA was discussed.  
**ACTION:** Cory and Colleen will email employees and supervisors the semester base deadline.
  - b. **HR training:** An update was given on the HR related training that all employee need to complete within the first 30 days of the academic year or

the first 10 days of new employment. **ACTION:** Supervisors can check the status of their subordinates.

6. **Safety Inspections:** An update was given regarding safety inspections for the college.

- a. **Safety Committee:** A reminder was given that each spring the safety committee will complete inspections for the college. Notices of the committee assignments will go out the beginning of March. **ACTION:** The inspection is to be completed between mid-March to mid-April so committee can take care of safety issues before the academic year is completed.
- b. **EHS personnel:** NCTC contracts EHS each fall for a safety inspection. Due to issues at EHS the fall inspections set for October had to be rescheduled and a date has not been addressed yet.

7. **Drills:**

- a. **Fire Drill Schedule:** A fire drill needs to be conducted each quarter, the following are the date(s)/time(s) selected for all locations:
  - i. November 14, 2018; TRF 10:45 a.m. / Aerospace EGF 1:45 p.m.
  - ii. January 14-18, 2019 (PM)
  - iii. May 29 or 30, 2019 (AM)
- b. **Lock down:** Lock down was rescheduled from October 24<sup>th</sup> to November 1<sup>st</sup> due to conflicts. **ACTION:** Cory will send out an email with the update.
  - i. TRF / Aerospace: 10:00 a.m.
  - ii. EGF: 2:00 p.m.
- c. **Tornado Drill Schedule:**
  - i. April 11 – National day @ 2:45 p.m.

8. **Safety Committee Technical Manual:** Items discussed from the Safety Committee Technical Manual:

- a. Discussed pg. 19: Monthly safety minutes are posted to the Safety web page and sent to the state.
- b. Discussed pg. 4: The Safety Committee needs to be proactive in pursuing creative methods of encouraging and promoting safety awareness.

- c. Discussed pg. 23: the safety committee will work to come up with the following: long term goals, short term goals, vision statement, and a mission statement.
- d. Discussed pg. 24: Committee members agreed to line up substitutes to attend meetings in their place if the member(s) themselves are unable to attend.  
**ACTION:** Committee members need to notify Colleen the name of their substitute so the name can be listed on the agenda.

**9. Items from Committee:**

- a. **Drug-free college:** An update was given on the drug-free college report that was completed and submitted on time. A copy of the report was sent out to all parties responsible for having a copy on file. **ACTION:** Healthy Campus meets to assist with the compliance of keeping drug-free activities and awareness on campus.
- b. **Chemical Safety Day:** There will be a Chemical Safety Day on October 24, 2018 for the EGF Campus. **ACTION:** Cory will be on the EGF campus to take care of hazardous waste from science labs.

**10. Upcoming Meeting Items:**

- a. Cory / HR: Safety Drug-Free Brochure for the college community.
- b. **Safety Committee Technical Manuals:** See attached
  - i. Safety Committee Technical Manual – October discussion
  - ii. Silica Exposure Control Plan
  - iii. Asbestos Technical Manual
  - iv. Chemical Hygiene Technical Manual
- c. **Job Hazard Analyses:** Status on the ones that are on campus.
- d. **PPE Assessments**

**11. Parking lot items:** Discussed short term and long term goals

**12. Next Meeting: Tuesday, November 27, 2018 Rooms TRF 662/ EGF 290 / AC 16**