

NCTC Safety Committee Minutes

Tuesday, November 27, 2018

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

Members Present: Amanda Johnson, Brian Larson, Cory Feller (chair), Clinton Castle, Colleen Kukowski (recorder), Curtis Zoller, Lisa Anderson, Sandy Bratvold, and Shannon Jesme.

Members Absent: Abdul Chamma, Andrew Dahlen, Bob Gooden, Danika Johnson, Jodi Stauss-Stassen, Kari Conner, Kristel Kizer, Lynell Wayne (Sub. Jackie Kuznia), Mary Fontes, Mike Curfman, and Shannon Boen.

1. **Approval of minutes:** Committee approved minutes as written.
2. **Injury Report:** NCTC had one non-recordable injury on the EGF Campus. There was one recordable injury on the TRF Campus regarding a fall. **Recommendation:** Employee's please report any repairs needed to office or classroom furniture in GroupLink to the Director of Facilities.
3. **Property damage / Working Conditions:** NCTC has no property damage or unsafe working conditions to report at this time.
4. **EHS Safety Inspections:** An EHS safety inspection update was given on the fall inspections. The reports came back on November 26, 2018. The EHS report hit the high spot where issues most likely to occur. After reviewing the report and general housekeeping violations are as follows:
 - a. EGF – HVAC, Welding, Forklift (daily inspections and make sure the tank is turned off), grounds (bolt down equipment) and facilities.
 - b. TRF – Main areas that need to be looked at: Auto body, Automotive, Precision Ag, Forklifts (tanks left on and daily inspections not completed), and facilities.
 - c. General Housekeeping: Keep things 3 feet from electrical panel, keeping free from clutter, and make sure secondary containers are labeled.
5. **Drills:** A discussion was held on compliancy and an affective way to run drills.
ACTION: Cory is going to check with CLC to see what they do.

a. Fire Drill Schedule:

- i. November 12-16, 2018 Fire Drill feedback as follows:
 - 1. TRF – speakers and strobe in radio station need to be installed.
ACTION: Electrician is working on installation.
 - 2. EGF – the speaker in the mailroom do not work. **ACTION:**
Facilities are working on checking this card.
- ii. The upcoming Fire Drills for all locations are January 16 @ 9:45 a.m.
and Wednesday, May 29, 2019 @ 9:45 a.m.

b. Lock down: The Lockdown drill was held on October 24, 2018, feedback from the drill is as follows:

- i. TRF / Aerospace: 10:00 a.m. drill – **ACTION:** install and adjust blinds in the radio station
- ii. EGF: 2:00 p.m. drill – had issues with the announcement, it was cutting in and out. **ACTION:** Facilities will check the speakers and the recording.

c. Tornado Drill Schedule:

- i. April 11 – National day @ 2:45 p.m.

6. Items from Committee:

- a. Safety Training:** The system office, Don Beckering, is working on an RFP for new vendor to provide new safety compliance training videos.

7. Upcoming Meeting Items:

a. Safety Committee Technical Manuals:

- i. Safety Committee Technical Manual – Committee reviewed and discussion in October.
 - 1. Reminder:** Committee members send your substitute names to Colleen.
- ii. Hidden Hazard Assessment Technical Manual
- iii. Silica Exposure Control Plan
- iv. Asbestos Technical Manual
- v. Chemical Hygiene Technical Manual
- vi. Lockout / Tag out Technical Manual

b. PPE Assessments

8. Next Meeting: Tuesday, December 18, 2018 Rooms TRF 662/ EGF 290 / AC 16