

NCTC Safety Committee Minutes

Tuesday, January 22, 2019

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

Members Present: Brian Larson, Bob Gooden, Cory Feller, Clinton Castle, Colleen Kukowski, Curtis Zoller, Jacey Atilano (Admin Support Intern), Jodi Stauss-Stassen, Mary Fontes, Mike Curfman, and Shannon Jesme.

Members Absent: Abdul Chamma, Amanda Johnson, Andrew Dahlen, Danika Johnson, Kari Conner, Kristel Kizer, Lisa Anderson, Lynell Wayne (Sub. Jackie Kuznia), Sandy Bratvold, and Shannon Boen.

1. **Approval of minutes:** Committee approved minutes as written.
2. **Injury Report:** NCTC has no recordable nor non-recordable injuries to report.
3. **Property damage / Working Conditions:** NCTC has no property damage or hazardous working conditions to report.
4. **4th quarter Safety Newsletter:** The committee reviewed and discussed the 4th quarter safety newsletter. Areas of importance are the emergency exits and the changes on hazard waste enforcement. **ACTION:** The Safety Perception Survey will be coming out soon for all employees to complete. Cory will send an email notice when the survey is due.
 - a. **NW Coop Safety Inspections:** A discussion was held regarding the results of the Northwest Coop Safety Inspection. **ACTION:** GroupLink Tickets have been created and sent to the correct department for correction.
 - b. **Employee Right To Know Technical Manual:** A brief overview was given on the new Employee Right To Know Technical Manual from the system office. **ACTION:** The manual will be sent to the committee for review at the February meeting.
5. **Drills:** Feller
 - a. **Fire Drill Schedule:** Feedback was given on the January 16, 2019 Fire drill that was held at 9:45 a.m. The next Fire drill will be May 29, 2019 @ 9:45 a.m. on all locations.
 - i. TRF campus – Automotive reported that they could not hear the all clear. A discussion was held on the use of exit only doors and then move to an entrance to hear the “all clear”. **ACTION:** Facilities will check the range the speakers can be heard during spring break. **ACTION:** The discussion of entrance and exit only doors will be revisited by the Facilities Technology

Committee. **HOLD:** Adding a speaker on the exit only door(s) that *vendors only* were given an “ok” to use.

ii. EGF Campus – One strobe was not working during the drill. **ACTION:** Facilities will replace the strobe.

iii. Aerospace – Nothing to report at this time.

b. **Tornado Drill:** The next Tornado drill is scheduled for April 11, 2019 on National Tornado Drill day @ 2:45 p.m.

6. **Safety Training RFP:** An update was given that the Safety Training RFP will be having a meeting the week of January 28 – February 1, 2019.

7. **Items from Committee:**

a. **ELM Training:** A discussion was held on the process of how the training notices are sent out to employees and how to know what month a training is due. **ACTION:** To know what month a training is due an employee needs to open the curriculum folder.

b. **Campus Security Training:** A discussion was held on the campus security training. **ACTION:** Cory will check on an easy access location that the link to the form can be placed. **ACTION:** A notice will be added on the top of the form to let the individual know to “complete the form the best that they can and send to Cory ASAP”.

8. **Upcoming Meeting Items:**

a. **NCTC Chemical Inventory:** An overview was given on what we will be addressing at the February meeting regarding the NCTC Chemical Inventory. NCTC needs to make sure that all the chemicals are on the inventory list and we have MSDS sheets on file. Right now there are over 2500 chemicals on the list and it is not broken down by program. **REVIEW:** Do we hire NW Service Coop to put together the master chemical list. Then have each department / program log and keep the chemicals list updated. **REQUIRED:** NCTC is required to have the chemical list and MSDS sheets updated every 2 years.

9. **Parking lot items:**

a. Remember to get the names of your substitute to Colleen

10. **Next Meeting:** Tuesday, February 26, 2019 Rooms TRF 662/ EGF 290 / AC 16

** December meeting was canceled due to illness. **