

NCTC Safety Committee Minutes

Tuesday, February 26, 2019

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 735 /AC16

Members Present: Amanda Johnson, Brian Larson, Bob Gooden, Cory Feller (chair), Clinton Castle, Colleen Kukowski (recorder), Curtis Zoller, Jacey Atilano (Admin Support Intern), Lisa Anderson, Mary Fontes, Mike Curfman, and Shannon Jesme.

Members Absent: Abdul Chamma, Andrew Dahlen, Danika Johnson, Jodi Stauss-Stassen, Kari Conner, Kristel Kizer, Young, Liam (student), Lynell Wayne (Sub. Jackie Kuznia), Luke Jeske (student), Sandy Bratvold, and Shannon Boen.

1. Approval of minutes: Committee approved minutes.
2. Injury Report: No recordable or non-recordable injuries to report.
3. Property damage / Working Conditions: No property damage or non-working conditions to report.
4. Safety Perception Survey Update: An update was given on the Safety Perception Survey. The survey has been extended until March 1, 2019. **ACTION:** Cory will be sending out a reminder to complete the survey as the state would like 100% completion.
5. HR Safety Trainings: An update was given on the two new trainings of Sexual Violence Prevention Training module and the Respectful Workplace. **ACTION:** HR will be sending out an email regarding these trainings and the completion date.
6. NCTC Chemical Inventory: An update was given on the chemical inventory list. Cory will be working with all the departments to gather a list of current chemicals. Northland will contract NW Service Coop to assist in a mater list for the college.
7. Employee Right to Know Technical Manual: Committee reviewed the new employee Right to know Technical Manual.
8. Drill Schedule: A reminder was given regarding the next Fire Drill on May 29, 2019 @ 9:45 a.m. In addition, the next Tornado Drill will be on April 11 – National day @ 1:15 p.m. (Please note time change due to the Safety Training RFPs). **ACTION:** Lockdown drill will be taken to Presidents Council.

9. Items from Committee:

- a. TRF Campus: The committee address the topic of handicapped parking signs in the parking lot but the door itself, is not handicapped accessible. Resolved: The college is to have several accessible parking spots on campus. We have the non-accessible doors on the list to get replaced as we have the funding.
- b. OSHA Findings: A discussion was held on the OASH Findings. **ACTION:** Cory will send out the quarterly reports when he receives them in addition, to Colleen sending them out with the meeting agenda. **RECOMMENDED:** Invite COPE every 3-4 years and OSHA every 5 years.

10. Upcoming Meeting Items:

- a. March: TRF Facilities check speaker range over Spring Break
- b. March: Safety Training RFP update: Meeting 2/28-3/1/19

11. Next Meeting: Tuesday, March 26, 2019 Rooms TRF 662/ EGF 290 / AC 16