

NCTC Safety Committee Minutes

Tuesday, March 26, 2019

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

Members: Amanda Johnson, Brian Larson, Bob Gooden, Cory Feller, Clinton Castle, Colleen Kukowski, Jodi Stauss-Stassen, Lynell Wayne Sandy Bratvold, and Shannon Jesme.

Members Absent: Abdul Chamma, Andrew Dahlen, Curtis Zoller, Danika Johnson, Jacey Atilano (Admin Support Intern), Kari Conner, Kristel Kizer, Lisa Anderson, Mary Fontes, and Mike Curfman.

1. **Injury Report:** Northland has one recordable and one non-recordable injury to report. **RECOMMENDATION:** Employees should park in lots that the snow has been removed. Please wait until facilities are done cleaning the parking lot before parking. Employees should not drive through drifts in a parking lot to get to a parking space.
2. **Property damage / Working Conditions:** There is nothing to report at this time.
3. **HR Safety Training:** An HR safety training update was given to the committee.
 - a. Respectful Workplace training is due May 6, 2019. Please make sure that you log into ELM to complete this training along with any other safety/HR training that is due. **ACTION:** Colleen will be pulling a report from ELM to check completion on training. If you have not completed your training, an email will go out to employee copying the supervisor.
4. **Safety Training RFP:** An update was given on the progress of the safety training RFP vendors. The online safety compliance training vendor RFP proposal submittal timeline is now over. The team will meet in a webinar format on April 1 or 2 to discuss the proposals and choose candidates to do webinar demonstrations. These demo webinars will be done the week of April 8. From the feedback that we receive a final candidate will be chosen by April 30 with a contracting deadline of May 31.
5. **Drill Schedule:**
 - a. TRF Campus: Facilities check speaker range by the automotive area before the next drill.

- b. Fire Drill Schedule:** Next drill is scheduled for May 29, 2019 @ 9:45 a.m.

This will be moved due to the staff in-service. Please watch your email for the new date/time.

- i. Proposed dates for FY20:** September 4/5, November 25/26, January 22/23, May 21/22

- c. Tornado Drill Schedule:** Next drill will be April 11 as it is National Tornado Drill day. This drill will take place at 1:15 p.m.

- d. Lockdown Drill:** The committee had a discussion on regarding FY20 dates. Presidents Council voted to have only one drill, as is required, however would like to see hands on training provided. **ACTION:** Cory will check on details regarding providing hands on lock down drill training to departments.

- 6. Safety Inspections:** The safety committee is to have area inspections completed by April 12, 2019 and turned into Cory.

7. Items from Committee:

- a. EGF campus:** Facilities gave an update on the strobes. A few strobes are not working again so facilities will be testing them and checking on the SIM card. Bob will let the committee know when this is completed.

- b. U of M Chemical Pick-up:** A chemical pick-up date has been set for May. Please get the chemicals on the list by April 30, 2019.

8. Upcoming Meeting Items:

- a. April/May:** Safety Perception Survey: The Safety Perception Survey is completed. The data has been collected and the system office is working on separating the data by college. Once Cory gets the final report he will share it with the committee.

- b. April:** NCTC Chemical Inventory

- 9. Next Meeting:** Tuesday, April 23, 2019 Rooms TRF 662/ EGF 290 / AC 16