

NCTC Safety Committee Minutes

Tuesday, December 17, 2019
1:00 – 2:00 p.m.
Room's EGF 290/ TRF 662 /AC16

Members Present: Clinton Castle, Brian Larson, Mike Curfman, Cory Feller (Chair), Bob Gooden, Brian Huschle, Shannon Jesme, Amanda Johnson, Colleen Kukowski (recorder), Melissa Marcott, Jodi Stauss-Stassen, Lynell Wayne, DeLoris Larson, Jason Pangiarella, and Curtis Zoller.

Members Absent: Sandy Mozey, Abdul Chamma, Andrew Dahlen, Mary Fontes, Danika Johnson, and Kristel Kizer.

1. Injury Report:

- a. One recordable TRF Injury to report from November 2019. The employee did seek medical attention a few days later however there was no missed time from work.
- b. Two non-recordable EGF incidents to report in December 2019. No medical attention was needed however one employee did miss a day of work.

2. Healthy Campus update:

- a. **Basketball incident with the treadmill:** A discussion was held regarding a basketball that came through the opening in the curtain and stopped a treadmill that an employee was using. **ACTION:** Bob and Cory will investigate this to see what can be done to prevent this from happening in the future.
- b. **Fruit for Finals:** Healthy Campus will be providing fruit for all students during finals week on December 16th - 18th. A suggestion was made that we have the fruit available the week prior to finals as more students are on campus.

3. Property damage / Working Conditions: There is no recordable property damage.

4. HR / Safety Training: An update was given regarding the fall safety/HR training. The system does send out daily reminders to employees that have not completed the assigned training. If the semester ends and the trainings are not completed the employee will receive an incomplete for that training curriculum. ACTION: Supervisors can go into ELM and look-up their employees to see who had not completed the training.

5. Safety Perception Survey, see attached: Feller

- a. **TRF Student Services Gates:** Castle

6. Drill Schedule and action items: Feller

a. Fire Drill Schedule:

- i. November 25 fire drill feedback

ii. Next: January 22 @ 9:50 a.m.

b. **Lockdown Drill, feedback:** October 23

7. **MNOSHA Safety Consultation:** visit is scheduled for January 28th beginning at 8:30 am on the TRF campus/Aerospace site and January 29th on the EGF campus.

a. No January meeting due to this visit.

8. **Items from Committee:**

9. **Upcoming Meeting Items:**

10. **Next Meeting:** Tuesday, February 25, 2019