

NCTC Safety Committee Minutes

Tuesday, March 22, 2022

1:00 – 2:00 p.m.

Members Present: Clinton Castle, Cory Feller (Chair), Bob Gooden, Amanda Johnson, Colleen Kukowski (recorder), and Lynell Wayne.

Members Absent: Abdul Chamma, Michelle Benitt, Lisa Bottem, Andrew Dahlen, Brian Huschle, Shannon Jesme, Shamani Shikwambi, Danika Johnson, Kristel Kizer, Brian Larson, DeLoris Larson, Melissa Marcott, Stephen Nelson, Jason Pangiarella, Jodi Stauss-Stassen, and Curtis Zoller.

1. **Injury Report:** There was no non-recordable or recordable injuries to report.
2. **ELM Training:** An update was given regarding the ELM Trainings. Currently only a few employees have completed all the required trainings. A discussion was held regarding how to get employees in compliance and complete required training. **ACTION:** Email reminders will go out to employees with the link and directions. **ACTION:** Supervisors will be provided a list of employees that have not completed their training. Supervisors, it is your responsibility to make sure your direct report(s) have completed the training. **ACTION:** ELM - HR and Safety training are due by the last day of the semester for faculty and May 30th for staff.
3. **Public Address System:** An update was given on the Public Address System.
 - a. **Informacast App:** A demonstration was provided on the new Informacast App. A discussion was held on the lock down, all clear, and who has access to the App. **ACTION:** The message board are up and facilities are working on getting the speakers working.
4. **Minnesota State Public Safety and Compliance campus visits:** An update was provided on the scheduled campus visits. Cory has a meeting on April 12th to find out more information. **ACTION:** We need to review the Employee Right to Know, Lockout Tagout, and the written programs before the site visits. **ACTION:** Summer 2022, System Safety Specialist, Anita Mujumdar will be on site.
5. **Welding program funds request:** A discussion was held regarding the Exhaust extraction nozzle. **ACTION:** Facilities will look at the infrastructure and gather quotes for this project.
6. **Tornado Drill:** An update was given on the next Tornado Drill. **ACTION:** Thursday, April 7, 1:45 pm on all locations.
7. **Items from Committee:**
 - a. **Ice:** A discussion was held regarding icy patches on the sidewalk and in the parking lot while the snow is melting. **ACTION:** All employees can submit a GroupLink ticket to facilities letting them know the location of the ice.
8. **Next Meeting:** Tuesday, April 26, 2022 via Zoom