

## NCTC Safety Committee Minutes

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Tuesday, April 26, 2022 – Via Zoom

1:00 – 2:00 p.m.

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

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

1. **Injury Report:** There are no recordable incidents. There was one injury (no lost time/no medical care) on 04/14/22, due to a slip on a icy surface in the parking lot. Recommendations: Sand was put on the parking lot.
2. **ELM Training:** An update was given on ELM - HR and Safety training. Reminders have been sent to employees to complete the required training. **ACTION:** An email will be going out to all supervisors listing all the employees that have not completed the required training.
3. **Minnesota State Public Safety and Compliance campus visits:** An update was given regarding the onsite campus visits this summer. The walk through of TRF campus and Aerospace will be on June 24, 2022. Then on June 27<sup>th</sup> the walk through will be conducted on the EGF campus. **ACTION:** Cory will send out calendar invitations to the employees that should be present on the walk through.
4. **Tornado Drill:** An update was given regarding the April 7, 2022 tornado drill. **ACTION:** Facilities will monitor, and trouble shoot areas to make sure all systems are working properly.
  - a. TRF the speakers were low volume. The message boards worked well.
  - b. EGF the message boards did not work. **ACTION:** Need to work on the message boards, install speakers, and horns in the labs.
5. **Items from Committee:** NA
6. **Next Meeting:** Tuesday, July 26, 2022 - via Zoom