

NCTC Safety Committee Minutes

Tuesday, April 25, 2023 – Via Zoom

1:00 – 2:00 p.m.

Members Present: Michelle Benitt, Cory Feller (Chair), Amanda Johnson, Danika Johnson, Brian Larson, DeLoris Larson, and Rachel Larsen.

Members Absent: Clinton Castle, Melissa Marcott, Curtis Zoller, Abdul Chamma, Andrew Dahlen, Kristel Kizer Cole, Stephen Nelson, Colleen Kukowski (recorder), Jeff Pool, and David Lovly.

Safety Agenda

1. Injury Report: Benitt

- a. One recordable injury was reported. This resulted in 4 hours lost time.
- b. The committee's recommendations were that employees need to know their surroundings when operating or moving equipment.

2. Minnesota State Public Safety and Compliance campus visit: A discussion was held regarding the Walkthrough Inspection Findings. The committee discussed the program reviews, safety hazards, compliance issues and positive observations. **ACTION:** Cory will work to divide up the recommendations from the report to the appropriate departments.

ACTION: Employees that are responsible for routine monthly inspections need to make sure these are completed as required by compliance authority.

3. Minnesota Department of Administration Risk Management:

- a. Global Risk Consultants - Fire and Property Survey: A discussion was held regarding the MN Department of Admin Risk Management Survey pertaining to all locations. The facilities department along with the safety officer are working on recommendations provided in the survey. Some of these items are missing placards, items store within 18 inches in the ceiling, storage of combustibles in server room, etc. **ACTION:** Safety and Facilities will be working on the recommendations. They will provide an update to Risk management within 60 days from the date the findings report was received.

4. Safety Perception Survey: An update was given regarding the Safety Perception Survey. The survey closed on April 7, 2023. **ACTION:** Cory will bring the results to group when the college receives them for the committee to review.

5. Emergency Procedures Manual: The committee reviewed the manual on their own. A discussion was held, and updates were made. **ACTION:** Cory will post the update document on website

http://www.northlandcollege.edu/safety/docs/northland_emergency_procedures_manual.pdf

6. Tornado Drill: A discussion was held regarding the Thursday April 20, 2023 tornado drill that happen at 1:50 pm on all locations. On the EGF the Admin zone did not play message

through the hall speakers. There was an overlap of the original tornado drill message and “all clear message”. On the TRF campus the nursing department reported that “all clear” message could not be held through the speakers. **ACTION:** Cory will provide additional training needed for the employees that have access to InformaCast system. **ACTION:** Facilities will continue do monthly testing of the public address messaging system.

7. **Employee ELM Training:** An update was given regarding the ELM training. All employees have a completion deadline of May 1st. **ACTION:** Cory will continue to send email reminders to those who have yet to complete their required training along with notifying their supervisors. **ACTION:** Cory will forward list of names who are incomplete to HR after May 1, 2023.
8. **Security Agenda (Security Task Force):** No updates currently.
9. **Items from Committee:** A discussion was held regarding the Safety Committee campus inspection. Cory will assign committee members to areas on all locations in the fall.
10. **Next Meeting:** Tuesday, May 23, 2023 - via Zoom