

Safety Committee

St. Cloud Technical and Community College Safety Committee

Meeting Date: 05/26/16

Attendance

Present: Chris Loos; Rita Dingman; Nancy Kircher; Jaci Netter

Absent: Brian Johnson; June Hirdler; Adam Koenig; Nicolle Kuhn; Missy Majerus; Jerald Mishow; Jennifer Potter; Alcuin Raeker; Anthony Wolbersen; Larry Gordon; Karen Middendorf; Kateri Mayer

Note Taker: Chris Loos

Agenda

Old Business

1. Emergency Flip Chart Update
 - a. This document, posted in all classrooms and labs, is being updated with current emergency response information
Updates:
 - i. Emergency Response verbiage has been completed and sent to vendor
 - ii. Vendor has provided first draft. I edited and sent back with additions. Awaiting second draft.
 - iii. Hope to have in place for Fall semester
 - iv. As discussed in the meeting, we will be adding evacuation and shelter maps to the flip chart for reference
2. Severe Weather Awareness Week
 - a. Was conducted April 11th through April 15th
 - b. Schedule was executed as follows:
 - i. April 11th: Alerts and Warnings
 - ii. April 12th: Severe Weather, Lightning, and Hail
 - iii. April 13th: Floods
 - iv. April 14th: Tornadoes (w/ statewide tornado drills)
 - v. April 15th: Extreme Heat
 - c. Statewide Tornado Drill will took place on Thursday, April 14th
 - i. 1:45 pm
 - ii. SCTCC participated in this drill
 - iii. Email was sent out Monday, April 11th notifying the SCTCC community of severe weather awareness week, and the drill on Thursday the 14th
 - iv. Received positive feedback from campus community. Some issues that came up include:
 1. Confusion with shelter maps
 - a. Will have this addressed with new emergency flip chart as mentioned above

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2. Those who did not read the emails that were sent out did not understand why multiple emails came out that week. Many assumptions that they were receiving the same message over and over again
 - a. These were addressed on an individual basis. I contacted those who voiced concern to explain what was going on
3. Again, issues where PA system did not work or those who have not signed up for Star Alert did not receive notification. We will have to send out quarterly or semester emails for Star Alert registration instructions and also conduct a thorough inspection of the PA system
- v. Those in today's meeting confirmed that they had no issues or confusion regarding how this drill was communicated or executed. It is recommended that we proceed in the same fashion next year

New Business

1. Area OSHA Inspections were conducted by Chris Loos and Jason Theisen on 05/03/2016
 - a. Areas inspected were:
 - i. Medium Heavy Truck
 - ii. Automotive
 - iii. Auto Body
 - iv. Machine Tool
 - v. Welding
 - vi. Electric
 - vii. Construction
 - viii. Carpentry
 - ix. WETT
 - x. Plumbing
 - b. Results of those inspections were attached to the agenda for discussion and will also be posted online when Safety and Security creates a web page for inspection updates. It is the consensus that having this information available internally (intranet) via login may be the best way to share this information.
 - c. No issues brought up in group discussion regarding the inspections
2. Ladder Inspections conducted by Chris Loos
 - a. Email was sent out 05/05/2016 asking all trades and industry departments requesting them to place their ladders in the middle of their labs for inspection on May 23rd
 - b. Most areas complied, a couple of areas I found the ladders in close proximity where they are normally stored
 - c. Ladder report was attached to agenda for discussion
 - d. No issues brought up in group discussion regarding the inspections

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3. Main Building Re-Key Project
 - a. Looking to re-key main building
 - i. Focus on improving security of people and property
 - ii. Start fresh and know “who has access to what”
 - b. Building walk-throughs with Stanley Security
 - c. Quote by the end of the week
 - d. Once quote is obtained, pushing to have all equipment purchased and on campus before June 30
 - e. Hopeful that install will be completed before Fall semester begins
 - i. Will reach out to staff and faculty when project begins to give timeline of expected completion and when they can pick up their new keys
 - f. This will eventually be done to each building on campus
 - g. Nancy Kircher asked if the Work Force Center would be rekeyed along with the rest of the Main Building. I stated that it would not be a part of this project, but we plan to rekey the Work Force Center at another time.
4. Monthly Injury Report Update
 - a. See Slide
 - b. 3 injuries discussed. No comments or questions. Discussion regarding preventative measures that could be taken by both individuals who were hurt, and by the college to correct parking lot pothole issues that lead to one of the reports.
5. Open Floor

Nancy Kircher asked if the Work Force Center would be receiving the vinyl numbers that classrooms and conference rooms in the Main Building received recently to mark the room number on the inside of the room. This was done as part of our emergency preparedness measures so that people stuck inside classrooms would immediately know what room to relay to responders in case of emergency. I stated that we will be going back around to make sure all areas were covered before we expand to the Work Force Center, but that we would eventually get to their area. Rita Dingman informed me that it appeared as some areas of the Health Science building may have been missed. Rita said she would jot down the areas she believed were missed so that I could go back around to the rooms and double check.

Meeting concluded at 3:50pm.