

# Safety Committee

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Meeting Date: 09/24/2019

Meeting Location: 1-287 (Transportation Conference Room)

Meeting Time: 3:00 pm

Attendees: Ryan Haws, Andrew Gronli, Jaci Netter, Kateri Mayer, Rita Dingman

## **Agenda and Notes**

1. Welcome back and updates
  - a. Safety Perception Survey Results. Results were shared with the committee. Chris explained that themes arose from the open ended questions of the survey which were discussed. The survey results, along with the executive summary, themes and actions taken, are posted on the safety web page <https://www.sctcc.edu/health-safety> under the heading "Safety Perception." Rita and Kateri brought up the incident from last winter when a student slipped and fell, breaking her leg. Kateri wanted to know what would be done about the "dip" in the sidewalk. Chris mentioned that those areas were evaluated by facilities, however, he would let facilities know this is still an area of concern.
  - b. OSHA Consultation (October 15<sup>th</sup>)
    - Kitchen
    - Dental

Chris invited the group to participate in the OSHA Consultation walk. It is a good opportunity to see what this process involves, and will give participants an opportunity to take lessons learned back to their areas. Chris told the group that if they wanted to participate, just to let him know via phone call or email, if not during the meeting.

2. Fall 2019 Fire Drill and Spring 2020 Severe Weather Drill

Tentatively, we have Fire Safety Week planned for October 7<sup>th</sup> through the 11<sup>th</sup>, 2019, with the Annual Fire Drill scheduled for Tuesday, October 8<sup>th</sup>. Time TBD. The Severe Weather Awareness Week is tentatively scheduled for April 13<sup>th</sup> through April 17<sup>th</sup>, 2020, with the Annual Tornado Drill scheduled for Thursday, April 16<sup>th</sup> time TBD. This drill coincides with the MN Statewide Tornado Drill.

Rita and Kateri brought up concerns regarding the timing of the drill, and mentioned they would have clients in the clinic at that time. Chris stated that similar to last year, the expectation for the Dental area would be to be a) aware of the evacuation process and b) discuss evacuation procedures with staff and clients during the drill.
3. Emergency Response Exercises (needs?)

We want to emphasize practicing not only emergency evacuation, but also our "Run, Hide, Fight" response to an active threat on campus. Our new CAPS officer is developing a Run, Hide, Fight training that will be available soon.

  - Start with Financial Services and Admissions
  - Web page being created for training requests

4. Review of

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- Reports of personal injuries and illnesses;  
None
  - Accident investigations  
None
  - Property damage  
None
  - Alleged hazardous working conditions  
None
5. Update on walk-around inspections
- None
6. Update on building security issues
- New Genetech System is being purchased to replace our old camera system. Genetech will eventually be the platform that runs our card access system as well, in addition to many other things the system can do. There is a phased approach planned on implementation of our electronic security needs on campus, guided by the Eler project. We are starting with the basics in getting our camera system up to standards. Once that is complete, we will have a platform that will allow us to expand our camera system. Once we tie card access into Genetech, we will have the capability to expand our card access system as well.
  - Future expansion capabilities of Genetech include card access, intrusion detection, license plate recognition, and mass notification.
7. Status of employee safety training
- Employee training provided on ELM. Unsure on the current completion rate of trainings, however, reports will be run soon to figure that rate out. Chris mentioned that supervisors were provided with training on how to track their employees progress in ELM, with the expectation that supervisors would stay updated on their employee's progress and send reminders for incomplete training.
8. Officer Gronli has requested a few minutes for discussion and Q&A. Officer Gronli introduced himself and provided the group information on his role on campus as a replacement to Public Safety during the 8am-4pm M-F hours on campus. Gronli talked about the training programs he is developing for Run, Hide, Fight as well as the tabling he does during the week as a point of contact for information and resources.
9. Open Floor – Nothing further discussed. End of meeting.