

Safety Committee Minutes

January 15, 2020 - 11:00am – DON 108

Helena College Safety Committee Mission: To create and promote a safe learning environment for students and employees at Helena College.

X Valerie Curtin, Acting Assistant Dean of Administrative Affairs
~~☐ Maia Zelenak, Business Office Manager~~
X Mike Hausler, Director of Information Technology (New Safety Committee Chair)
X Therese Collette, Director of Human Resources
X Tammy Burke, Division Chair of Trades
X Tommi Haikka, Interim Director of Maintenance & Facilities
X Kristina Kenning, Nursing Faculty
X Melissa Mousel, Administrative Associate – Enrollment Services
~~☐ Tony Rogers, AP Facilities~~
~~☐ Christy Stergar, Continuing Education Coordinator~~
~~☐ Mike Wiederhold, Director of F&R~~
X Emmett Coon, Gen Ed Faculty
X Melanie Heintz, Administrative Associate – Academic Support Desk
~~☐ Bridget Guerin, Administrative Associate – AP Campus~~

Unfinished Business Action Items from last meeting:

Regroup – determine what is an emergency /alert. Cabinet is looking for recommendations from this committee: RE-group notifications access individuals: Donna Breitbart and Mike Hausler send out notification (Mike can add new people to this list). All Directors who are on the 5pm-8am and weekends will need training on how to send out notifications if approved by the HC Cabinet. Group training needed for Safety committee. The whole campus will need to learn about re-group and sign-up.

Sweepers – need to decide areas, individuals, back-ups and equipment: Val purchased flashlights from Costco for Sweepers.

Numbers posted around both campuses: Crisis number 447-6968 or Emergency number 911.

Crisis phone number – Mike H to update 447-6969: Open Phone Number from IT 406-447-6969 available to use. The Welcome Center would be the location to receive the calls between 8am-5pm, Monday through Friday. After 5:00 pm, the calls would go to Directors on a week rotation if the HC Cabinet approves it. Val will present this today to the HC Cabinet.

Emergency procedures – waiting for single crisis number in order to be produced through Marketing: On-Call Directors will need to be current on the emergency list posted if the HC Cabinet approves the action of Director being on-call.

Emergency protocol – Revise and send-out to campus: If the cabinet approves the on-call idea then the handbook would need to have this added. Mike H. will be writing up the new protocol. The handbook will be reviewed at each meeting in the beginning. Mike will assign a section to review for each meeting.

New Business:

Review most recent safety inspections – ensure all findings addressed - attached to Teams: Valerie Curtin Reported: More accomplishment needed on the Safety Committee this next semester. We need

to assign tasks and due dates. Mike will make a priority list of Safety items that are pending. Task ID, description of task, due date, etc. Return and report matrix set-up.

SafetyFest MT – Missoula March 16-19: Attachment below for information. Tommi will be sending two individuals from maintenance. He will fill out the Professional Development request.

Event Safety Alliance - The alliance recently produced their latest podcast featuring a panel discussion of a variety of insightful points to ponder and plan with general admission events. You can find this and previous podcasts at: <https://www.eventsafetyalliance.org/podcast>. I invite you to help build this life safety culture by listening to these podcasts and share them with anyone who plays any role in 'events'. With awareness, we can all have and attend safer events: Informational podcasts.

The Essentials of Front Desk Safety & Security training through Skillpath NST: Webinar to be used for training. Melanie will write a Professional Development request to purchase a download to use for training.

Committee Changes: The committee will not be replacing a Business office member, and Val will be stepping down from committee. Mike Hausler is the New Chair of the Safety Committee.

OSHA Certifier on HC Campus: Derrick Hauer is now an OSHA certifier.

Western Regional Joint Assessment Training June 29-July 1 in Bozeman: OPI presenting event. Registration due by May 1, 2020.

Task Assignments:

- Melanie assigned to set-up an excel schedule of on-call rotation ideas by Friday, 1/17/2020. Therese will send the list of directors that have a phone stipend for the on-call list to Melanie.
- Val will present to the Cabinet meeting the rotation of on-call Directors today.
- Mike H. will be writing up the new on-call protocol.
- Tommi will get numbers for maintenance professionals.
- Val will present to the Cabinet today: If on-call and Re-group notification is needed Director, on-call has this assignment too.
- Tommi will fill out the Professional Development request for two maintenance individuals to attend SafetyFest MT in Missoula on March 16-19, 2020.
- Melanie will write a Professional Development request to purchase a download to use for training from The Essentials of Front Desk Safety & Security training through Skillpath NST.
- Melanie will submit a request for a new meeting location.
- Val will cancel the old calendar invite, and Mike H. will send out a new calendar invite when the room request is approved.

Attachments:

[SafetyFest MT](#) – Missoula March 16-19

Event Safety Alliance: <https://www.eventsafetyalliance.org/podcast>

[The Essentials of Front Desk Safety & Security](#) training through Skillpath NST