

## SAFETY COMMITTEE MINUTES

DON 207

February 26, 2020 11:00am

- **Mike Hausler**, Director of Information Technology
- **Tammy Burke**, Division Chair of Trades
- **Tommi Haikka**, Interim Director of Maintenance & Facilities
- ~~Kristina Kenning~~, Nursing Faculty
- **Melissa Mousel**, Administrative Associate – Enrollment Services
- **Laura Vosejka**, Dean of Helena College
- **Christy Stergar**, Continuing Education Coordinator
- ~~Mike Wiederhold~~, Director of F&R
- **Emmett Coon**, Gen Ed Faculty
- **Melanie Heintz**, Administrative Associate – Academic Support Desk
- ~~Bridget Guerin~~, Administrative Associate – AP Campus

After our last meeting, going through our Campus Emergency Plan, it was clear to me at least that we don't really know or understand what we have with this document and the responsibilities that comes with it. I didn't have to look any further than seeing the list of names on the Emergency Response Team to find my name and immediately ask "what does this mean?" By title, I am responsible, that part I get but I haven't been told, talked to, or trained in how to be an emergency responder for Helena College. I began to think that maybe others were in the same boat. So I think it is time to step back a bit. I think we need to define ourselves and work towards a solid understanding of what it means to be on this committee. It is a big responsibility but right now I am not qualified to be on it, so that needs to change.

Mike Hausler reviewed his above statement. "I" is referring to Mike Hausler.

### Safety Committee(s) (should)

- **Promote and maintain the interest of students and employees in health and safety issues**
- **Educate managers, supervisors, and employees through awareness and training activities that they are primarily responsible for in preventing workplace accidents.**

*Emmett Coon sent this information in via HC Safety Teams 1.29.2020*

Committee, the 100.2 document we are looking at is "Appendix A" of the HC official policy 100.2. The official policy states why we have this document:

POLICY STATEMENT: The College shall create a Campus Emergency Protocol Manual through the solicitation of various administrators and officers, faculty and staff and combining the emergency activities of all College offices and Departments. When circumstances warrant, the Dean/CEO or their designee may declare a state of emergency and activate the Campus Emergency Protocol plan for the College. The Campus Emergency Protocol Manual will be available on the College web site to all employees, students, and community members in the Helena region and state. All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents' policies and procedures; and with The University of Montana's policies and procedures.

### Topics of discussion

- **Workplace hazards, which can include chemical, material, and technology hazards that can be found in the workplace that may cause injury or even death.**
- **Emergency preparedness**
- **Workplace safety programs (do we have any?)**

- **Review and recommendations surrounding stress and strain injuries, including falls that need to be addressed.**

**Ideas:**

- Laura noted Helena College should overlap with U of M safety policies as much as possible. U of M legal can work with HC easier.
- Melissa express a safety concern when visitors are touring the campus. Policies need to be in place, so employees are aware to follow the policies. Laura mentioned UV safety glasses for visitors touring the Airport campus.
- Helena College is an open campus; thus, registered sex offenders must self-report. This is a concern with minors on campus.
- Dual Enrollment students are minors, so guidelines need adjustment.
- HR report on issues or reports at each safety meeting. Claims paid could also be included.
- A MACH Form created to report safety issues, notice of a problem or areas of concern. Employees or Directors could fill out the form for the safety committee to review.
- Tommi is pursuing training in different safety area for his staff. Forklift training is scheduled for maintenance staff at the Airport Campus March 6, 2020 at 10:00am. The Airport campus and Tommi will have a list of all students that have passed their forklift training. Tammy will sent this list to Tommi.
- Laura would like to see Short Term & Long Term goals listed for the Safety Committee. The Safety Committee and the Clery overlap. Sandra Bauman could provide this report to the committee.

This information is furnished to you as part of Helena College commitment to safety and security on our campuses. This report provides information regarding our compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (generally referred to as the Clery Act). By October 1 of each year, a school that is Title IV student financial assistance program eligible is required to publish and distribute an annual security report to all current students and employees. In addition to the required annual security report, schools are also required to provide timely warning of the occurrences of certain crimes. The timely warning notification is provided in an appropriate manner that may help prevent similar crimes from occurring and to protect the personal safety of students and employees. (Annual Campus Security Report)

- Christy reported: The Nursing Department does a yearly training on the campus' AED – Emergency Defibrillator. The nursing students show other students how to work the machine. *The Safety committee would like to know the date(s) prior to demonstration to notify employees, so they too might have training.* Tommi noted the pads on the defibrillator are checked monthly.
- HC should have a fire drill prior to April 2020.

**Helena College Safety Committee Mission Statement**

**Why are WE here? Other than what is written above, why are we here and what is our purpose? Does it follow the above or is there more? What is our vision as an official entity here at Helena College? A mission statement defines us and it communicates our core values and responsibilities to the people we serve.**

***An example mission statement I found online from a real workplace:***

**“It is the Mission of the Workplace Safety Committee of the Chambersburg Area School District to promote a safe working environment for the Staff, Students, and the General Public by creating and maintaining an active interest in safety by each district employee and to assist**

**in the overall effort to minimize the frequency of accidents throughout the district, and to identify corrective measures needed to eliminate or control recognized safety hazards.”**

***Is this us too?***

Tammy noted many mission statements exist, so we would not need to reinvent the mission statement. We could adjust one that already exist. We need basics and practice on drills.

#### **Items from Last Week**

##### **ON HOLD**

##### **Campus Emergency Protocol Manual Review**

**A copy of the Campus Emergency Protocol Plan, dated October, 2019 has been uploaded to Teams. I have made one change to the file and that is I added a document change revision log so that once complete, all changes can be recorded.**

**We will take some time over the next handful of meetings to go over this plan. Since its revision date is seemingly so new, on January 29th we'll lay some ground rules on what we are trying to accomplish before proceeding.**

- **Review the document change revision log**
- **For discussion: Pages 1 – 8 for practice and let's see how that goes. We can modify the pages counts as needed. No more than 30 minutes (timed)**

#### **Task Assignments:**

Melanie:

- **Make Sweeper Spreadsheet: Safety member and sweep meet they review procedures & check equipment with the sweeper.**

Emmett:

- **Drills on Campus: No drills have occurred for 2019-2020 academic year.**

Christy:

- **Budget:** SafetySmart funds balance \$50,000.00.
- **SafetySmart Policy Statement-**\$afety\$mart is a MUS Self-Funded Workers' Compensation Program (Program) mechanism for utilizing fund balance that exceeds its needs to enhance campus workplace safety and loss control efforts consistent with the Program's goals and its Policy WC-01 Maintaining Net Position, and related to MUS workers' compensation loss history or prevention of significant recognized workplace hazards, risk or loss potential. Disbursement of fund balance is never guaranteed and is at the discretion of the Committee. (Information from Therese Collette)
- See attachment below.
- Christy will work with Dean's office to find out how long it has taken to amass the fund balance.

Mike:

- Update the HC Safety email list.

#### **End of meeting Quote:**

Laura noted if people are our most important asset, then safety is our most important concern.

**Flashlight follow-up:** The five flashlight Melanie had at her desk were distributed to the following individuals or departments. Dean's office, Business hall, Kristina Kenning (Nursing), Lisa Simpson & Jessie Pate (Library Learning Hub).