

SAFETY COMMITTEE

AGENDA

DONALDSON 207

March 11, 2020

- **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 Heinitz**, Administrative Associate – Academic Support Desk
 - ~~**Bridget Guerin**, Administrative Associate – AP Campus~~
-
- Sweeper Lists/Review (Melanie)
Sweeper lists combined into one list. Room numbers added to Sweeper areas and a donation of drawstring backpacks for Sweeper items from Veterans & Nursing departments. Airport Campus reviewed and teams assigned. Not all Sweepers have been contacted and had area's review with them. Supplies of sweepers need to be check and gathered.
 - Fire/Earthquake drill prep (Emmett/Tommi) Prior to April, 2020
A drill will still occur prior to the end of April 2020. Training of Sweepers needed prior to the drill simulation. A remind to all that this is a drill simulation, so a notice will need to be sent out to all employees with the time and date of the drill. Students will need a notice sent to make them aware of the drill simulation. Donna Breitbart will need to be notified of this for student communication. This will allow students that require assistance or might be negativity-effected notice prior to the event. Tuesdays and Thursdays are days with the highest number of individuals on campus. Both Donaldson and Airport campus will need to have drills. Mike will send an email-notifying faculty of March 31 or April 2 as date options. Thus, faculty will be given the option to reply with conflicts that might be an issue.
 - COVID-19 Added as an Agenda Item: *The World Health Organization (WHO) has declare COVID-19 a global pandemic. Hand sanitizer will be placed in all public locations. The bottles are refillable, so please do not throw the bottles away. The Deans Cabinet will share as necessary.*
 - Regroup Update (Spring Semester/coronavirus)
 - Active Shooter
 - BOLO (Be on the lookout)
 - Evacuation
 - Shelter in Place
 - Site Closure – non weather
 - Site Closure weather
 - Staff-Student Alert (general alert template)*Mike will be sending out a mass email on Friday, March 13, 2020. This will test the Regroup system. Mike has all Banner contacts for the mass email distribution. The drill simulation will also be sent via Regroup.*
 - Budget Safety Smart Funds discussion (Laura/Christine)
Paige Payne and Laura are the point people on Safety funds. HR sent information last month to describe allocation of safety funds. Christy will inquire if Mary Twardos is involved in this process.

Mike wondered if Safety Smart Funds could be used to encourage employee reporting of safety issue throughout our campuses. This is a program he has seen flourish in work environments.

- Safety Committee short and long term goals (all)
 - Mission Statement
 - Drills set & scheduled
 - Sweepers organized
 - Safety Reporting
 - Communication within Helena College
- General Discussion

To ponder -

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.”

Task Assignments:

- *Melanie: Sweeper list completed. Sweepers trained on locations. Sweeper supplies check.*
- *Mike: Email to all of impending drill simulation.*
 - *Melanie send past email ideas to Mike.*
- *Mike: Regroup test sent on Friday, March 13, 2020.*
- *Kristina: Checking on Student Flu Clinic options – (Wellness Fair idea)*
- *Kristina: Safety Bags checked that were at Donaldson Campus. Airport Campus still needs the safety bag checked. Bags will be return to the following areas: 1) Employee Breakroom, 2) Welcome Center Copy Room, 3) Nursing & or Fire and Rescue area.*
- *Christy: will contact Tommi to get wall attached First-aid stations throughout the college updated supplies and low supplies refilled. There are five wall attached First-aid stations on Donaldson campus and seven on the Airport campus.*
- *Melissa: will speak with Donna Breitbart about notifying students concerning drills. Notification of date and time are essential to conduct a simulation drill.*
- *Kristina: will contact Deb Rapaport to see if student nurses could do pop-up AED Trainings for students and employees.*
- *Melanie email Safety committee and remind all to make a submission on Teams for a new mission statement.*