

SAFETY COMMITTEE  
AGENDA  
**TEAMS MEETING**  
March 4, 2021

- **Mike Hausler**, Director of Information Technology
- ~~**Tammy Burke**, Division Chair of Trades~~
- **John Rutherford** Director of Maintenance & Facilities
- **Kristina Kenning**, Nursing Faculty
- **Melissa Mousel**, Administrative Associate – Enrollment Services
- ~~**Sandra Bauman**, Dean of Helena College~~
- **Christy Stergar**, Continuing Education Coordinator
- ~~**Emmett Coon**, Gen-Ed Faculty~~
- **Melanie Heinitz**, Administrative Associate – Academic Support Desk
- **Bridget Guerin**, Administrative Associate – AP Campus
- **Mary Twardos**, Human Resource Generalist

**AGENDA**

Welcome to our new committee member Mary Twardos.

- **Review EverAlert Clock Demo**  
The process is moving forward. This system will work with our ReGroup system because ReGroup is building an interfacing system to merge the two systems for us. A total of 74 clocks with a four year contract will cost 59,000. The systems is awaiting final approval.
- **Safety Smart Funds moving forward**  
Mary – HR will manage \$3,000 of the Safety Smart Funds. There will be a new index for HR funds from the Safety Committee. The Safety Committee needs to spend the funds for safety items. HC was not given a \$10,000 amount because the Safety Smart fund was not spent down. However, the \$10,000 plus an additional \$5,000 can be acquired for Safety Smart funds if spending down on safety items occurs prior to the end of the fiscal year. Clarity is needed on how the approve process for spending funds.
- **Parking lot lights AP Campus (John)**  
Lighting at the Airport Campus: Upgraded the wall packs on the building. More posts are needed to light more of the parking lot. \$5,000 was spent to improve the lighting at the Airport Campus.
- **Door access discussion (John, if time allows)**  
Security project to lock down all exterior doors on campus automatically is moving forward. This directive came from the University system. Three doors on the DON campus will be a part of this system.  
The college now has key control of all outside doors. The Welcome Center gate does not have any safety measures installed. Maintenance will be reviewing the Welcome Center access. Bridget added the possible need for bullet proof glass at the Airport Campus.
- **General discussion**  
Updating ID cards systems: Both campuses will be offering this service to students. IT is going to double the capacity of wireless access on both campuses.

Safety Meetings: Once a month, first week of the month, Thursday, time needs to be adjusted.

- **Safety Mission Statements Ideas:** All members were asked to review the ideas below and to be prepared for discussion during the next meeting.
  1. **It is the Mission of the Safety Committee of Helena College to promote a safe working environment for the Employees, Students, and the General Public by creating and maintaining an active interest in safety and to assist in the overall effort to minimize the frequency of accidents, and to identify corrective measures needed to eliminate or control recognized safety hazards.**
  2. **The mission of Helena College is to work in partnership with the campus community to enhance a safe working and learning environment; to provide quality service with an emphasis on integrity and professionalism; and, to promote individual responsibility and cooperative commitment.**
  3. **Helena College supports the mission of the Safety Committee as a partner serving to ensure a safe and secure environment while improving the quality of life for all those learning, working, healing and visiting within our community.**
  4. **We accept that a risk-free environment does not exist, but understand that many accidents can be prevented through the joint efforts of all individuals. Safety is the responsibility of every person, regardless of position, within the college. Everyone can make a difference and our Safety Committee is dedicated to this fundamental belief.**
  5. **The Helena College Safety Committee was established in order to assist administration in safety efforts that will help to reduce the potential for injuries, illnesses and property loss. We recognize that a safe learning environment is of paramount importance in the educational process and believe that our health and safety and that of our colleagues, students and visitors is critical to the success of the college.**
  6. **As Safety Committee members, we understand that we will be looked to by our peers for guidance in a variety of safety matters. The Safety Committee and its members will, collectively, be a model for safety excellence. Members will demonstrate positive safety behavior at all times and will maintain open lines of communication between administration and staff. We will seek to improve the safety of our campuses through cooperative efforts with the administration, employees, students and outside organizations.**
  7. **It is the Mission of the Safety Committee of Helena College to promote a safe working environment for the Employees, Students, and the General Public. We will work to minimize the frequency of accidents throughout the college and to identify corrective measures to eliminate or control recognized safety hazards.**